FACILITIES MASTER PLAN
2010 – 2020
January 2014 Update

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, 2010 - 2020 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 Fall 2012 or FY13 unless otherwise noted.

Over the last decade, enrollments increased, while technology changed radically, 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. The first campus buildings were constructed in 1966 and1967 and others are at least 25 years old. 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 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 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 Facilities Master Plan help insure that substantial investments in facilities construction and renewal contribute to the College's preferred future.

The FMP is developed to accommodate the necessary campus growth and building construction in a way that enhances the learning environment and character of campus. To better meet the needs of its community and to remain competitive, HCC will continue to undergo significant, comprehensive and coordinated facilities renewal and renovation as delineated in this plan. HCC is planning to accomplish this through its institutional strategic planning process, the results of which are incorporated into this plan. These projects seek to provide needed instructional space and facilities to meet the ten-year growth of the campus.

Capital improvement projects covered by the period of this plan include:

Priority # 1 Student Center Expansion (FY13-FY14)

Priority # 2 ARCC Roof Replacement (FY14)

Priority # 3 Central Plant Upgrade (FY15-FY16)

Priority # 4 Learning Resources Center Renovation (FY16)

Priority # 5 Consolidated Public Safety Training Center Design (FY17)

Priority # 6 Consolidated Public Safety Training Center, Phase I Construction (FY18)

Priority # 7 Consolidated Public Safety Training Center, Phase II Construction (FY19)

Priority # 8 Teacher Education Center (FY20-FY21)

Priority # 9 Campus Operations Building (FY21-FY22)

Priority # 10 Advanced Technology Center Renovation (FY22 – FY23)

As an institutional plan, this document is divided into four integrated components. The first describes the College's role and mission, including data describing 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 that includes the existing Facilities Master Plan and the Campus Development Plan. The fourth is the implementation strategy that describes the order in which proposed capital projects on the campus are to be built.

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. From FY 08 through FY 13, HCC's credit enrollments grew by 28 percent. In FY 13, HCC served 14,379 unduplicated credit and non-credit students. HCC has awarded approximately 11,000 degrees and certificates since 1946. HCC educates an estimated 70 percent of local high school graduates who go on to college. As a major partner in the economic development of the region, HCC educates and trains a significant portion of the regional workforce, which includes approximately 70 percent of Washington County's nurses and 90 percent of radiology technicians. Hagerstown Community College also offers credit and non-credit courses at Valley Mall, located just seven miles from campus.

Academic needs, facilities and physical plant conditions on campus are evaluated and discussed as part of HCC's annual 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 comprehensive and 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. The College's mission and vision are realized through the integrated implementation of its Institutional Effectiveness 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. The Institutional Effectiveness Model is the blueprint for realizing the College's vision and attaining institutional renewal, facilities planning and development.

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

With its limited resources, the College focuses on its mission-based functions and related vision, carefully choosing strategically important directions that support all mission-based areas. 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.

The College's vision, mission, strategic goals, and institutional priorities serve as the cornerstones of HCC's planning model. 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, approximately 60 unit planning meetings are held in which key productivity indicators for each academic and non-academic

unit are reviewed. Every unit prepares a self-assessment plan, which includes 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

Hagerstown Community College's establishment as Hagerstown Junior College (HJC) in 1946 was prompted as a response to the educational needs of World War II veterans, who constituted approximately 75% of its initial enrollment. Hagerstown Junior College opened in 1946 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," which better reflected the College's 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. Many of them were renovated and several 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

Founded in 1946 as Hagerstown Junior College, HCC was Maryland's first community college. HCC's location and campus is uniquely located in a tri-state area of Maryland where the Washington County border touches Pennsylvania and West Virginia, which has created several programmatic and development opportunities over the years. Proximity to HCC makes the commuting range for out-of-state students more practical and convenient than other education/training options in the region (See Map 1). Washington County residents accounted for 74 percent of enrollment, while 5 percent were residents from other Maryland counties. Out-of-state

residents accounted for 19 percent of the Fall 2012 credit enrollment (15 percent from Pennsylvania, 4 percent from West Virginia, with less than 0.1 percent from other states).

Historically an agricultural region that is now largely service industry based, 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 County has long been the leading trade and services center in a tri-state region extending from the area around Chambersburg, PA to the Martinsburg , WV, a role reinforced by the junction of these transportation hubs. HCC has had many programmatic and economic development opportunities as a result. For example, over the last five years, the number of Commercial Vehicle Transportation certificate and degree graduates grew by 27 percent to meet the increased workforce needs of trucking, warehousing and manufacturing businesses in the tri-state region. Additionally, the interstate highways bring Washington County within a 70-mile drive from the Baltimore and Washington DC metropolitan areas. This location is a safe distance from the District of Columbia and is outside of the "Blast Zone" or "Terror Zone". Subsequently, the Federal government has located a number of critical facilities along the I-81 corridor, including Martinsburg, WV, and Winchester, VA, as insurance against a terrorist attack.

Map 1
Hagerstown Community College Commuting Region

One of Washington County's challenges is the low rate of educational attainment. According to the Educational Needs Index, approximately 77 percent of Washington County residents over the age of 25 graduated from high school. Only 14.6 percent of Washington County residents have bachelor's degrees, compared to 35.7 percent for Maryland as a whole and 28.6 percent in the nation. Approximately 47 percent of the student population is self-identified as first-generation college students, which has been consistently true over the past three years. 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.

Building upon its successful early college and dual enrollment programs, HCC began a partnership with Washington County Public Schools (WCPS) to plan and launch a pilot program for science, technology, engineering, math and medical (STEMM) careers. The STEMM Middle College (STMC) began in Fall 2013 and offers qualified high school students opportunities to earn college credits while completing their high school graduation requirements. Through STMC, each student is given an opportunity to earn college level certificates (approximately 30 credits) and associate's degrees (60 credits).

The College is home of the Washington County Adult Education Program. The mission of the program is to present adult learners with basic life skills, such as writing, reading, mathematics, to improve their participation as community members, be successful at workplace, and increase the opportunity to further their education beyond the high school equivalency. The credit and non-credit classes include Adult Basic Education (ABE), English as a Second Language (ESL), Developmental Mathematics, External Diploma Program (EDP), and General Educational Development (GED). ABE and GED classes are unique in that they align with the College's developmental coursework. At the national, state and local levels, there will be a sharp and unprecedented increase in racial and ethnic minorities, especially in the Latino population. These demographics shifts will provide opportunities and challenges for administrative, academic and non-academic programming, policy analysis and development.

As a major partner in the economic and workforce development of the region, HCC educates and trains a significant portion of the regional workforce. While the county is part of Appalachian Maryland, proximity to metropolitan and regional high technology corridors provides access to a burgeoning regional biotechnology industry in adjacent Frederick and Montgomery Counties. The biotechnology field, one of the most rapidly changing areas of science, offers a wide variety of employment options. Regional industry is reaching capacity, especially in Montgomery County, where lack of available development land, as well as high operating costs, are leading established and start-up organizations to consider moves to nearby areas with lower costs and more available land. With Washington County offering abundant land, lower operating costs, and location outside of the federal "blast zone", the Hagerstown-Washington County Economic Development Commission has responded to this prospective opportunity by making the attraction of biotechnology firms to the county a priority. Additionally, HCC was designated in Spring 2010 as a National Center of Academic Excellence in Information Assurance Two-Year Education (CAE-2Y) and is one of only six two-year schools to receive this honor. This distinction enables students to transfer seamlessly from HCC to four-year institutions. Again, HCC's location is ideal to offer cybersecurity training. The College recently received grant funding to help the College with curriculum development and equipment purchases.

Enrollment, academic planning, institutional priorities, student outcomes and completion, instructional design, faculty loads and qualifications have an impact on facilities planning. To respond to student 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. To help ensure institutional effectiveness and accountability, 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. Delivery of programs is changing to help students learn more effectively and efficiently over the coming decade, including the incorporation of smart instructional technology and the development and support of a comprehensive, technology-based learning center.

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
- Facilities Management
- Public Information and Government Relations
- Instructional Technology and Online Education

Office of the Vice President of Academic Affairs:

- Athletics, Physical Education, and Leisure Studies
- Library Services
- Director of Instruction

- Business/Social and Behavioral Sciences
  - Accounting
  - Administration of Justice
  - Business
  - Early Childhood Education
  - Economics
  - Education
  - Geography
  - History
  - Human Services
  - Paralegal
  - Political Science
  - Psychology
  - Sociology

- Developmental Education and Adult Literacy Services
  - Developmental Composition
  - Developmental Mathematics
  - English as a Second Language
  - Adult Basic Education
  - Academic Testing Center

- English and Humanities
  - Art
  - Drama
  - English
  - Foreign Languages
  - History
  - Humanities
  - Philosophy
  - Music
  - Visual Arts
- Health Sciences
  - Radiography
  - Medical Assisting
  - Phlebotomy
  - Dental Assisting/Hygiene
  - Paramedic/EMS
- Mathematics and Sciences
  - Anatomy and Physiology
  - Biology
  - Biotechnology
  - Chemistry
  - Mathematics
  - Microbiology
  - Physics
- Nursing
  - Nursing
  - Practical Nursing
  - Certified Nursing Assistant/Geriatric Assistant
  - Certified Medicine Aide
- Technology and Computer Studies
  - Alternative Energy Technology
  - Commercial Vehicle Transportation
  - Graphic Design Technology
  - Industrial Technology
  - Information Systems Technology
  - Mechanical Engineering Technology
  - Web and Multimedia Technology
  - Digital Instrumentation and Process Control

Dean of Student Affairs:

- Admissions, Records, and Registration
- Academic Advisement
- Athletics
- Children's Learning Center
- Disability Services
- Job Training Student Resources
- Internship and Job Services
- Student Activities
- Student Financial Aid
- Student Support Services

Vice President for Administration and Finance:

- Accounting and Budget
- Business and Procurement Services
  - Campus Store
  - Campus Food Services
  - Mail Room
- Campus Police and Safety
- Finance
- Information Technology
- Reprographic Services
- Risk Management

Dean of Planning and Institutional Effectiveness:

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

Dean of Continuing Education and Business Services:

- Technical Innovation Center
- ABE/EDP/ESL
- College for Kids
- Drivers Education
- Business Contract Training
- Certification and Licensure
- Health Professions
- Prison Programs
- Information Technology
- Lifelong Learning
- Motorcycle Safety
- Veterinary Assistant

Curriculum

Since 2002, the number of credit programs has expanded from 34 to 111. Of those, 81 (73 percent) are career or occupational programs, certificates or letters of recognition. The Dental Hygiene Program will begin in Spring 2014, and those to be expanded include Digital Instrumentation and Process Control, and Cybersecurity. Additionally, Health Informatics is expected to begin as early as Fall 2014. 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

From FY 2003 to FY 2013, the College's unduplicated headcount credit enrollments grew by 65.5 percent percent, stretching institutional resources, including facilities. In FY 2013, the College had the largest fall unduplicated credit headcount enrollment in its history (7,101). Appendix B shows a recent demographic trend history (FY 06 through FY 12) of unduplicated credit students. Credit students were predominately female (60.0 percent) and Caucasian (76.9 percent). Returning students accounted for 45.4 percent of enrollment, first-time students accounted for 22.0 percent, dual enrolled students, 10.4 percent, and transfer students accounted for 13.5 percent. Part-time enrollments comprised 71.6 percent of all enrollments. The average credit load of all students who attended HCC in Fall 2012 was 8.5 credits, with full-time students averaging 13.3 credits and part-time students, 5.9 credits.

Students aged 20 and under comprised 41.2 percent of the student headcount. The market share of college-bound high school graduates remains 79.6 percent. 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 spend more time on campus.

Credentials awarded in FY 12 increased by 5.4 percent over the previous fiscal year. There were 907 awards conferred during that time, including 551 associate's degrees and 356 certificates (Appendix C).

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 over 15 years at the Valley Mall, the largest shopping facility in the service region. 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. In 1995, the Valley Mall Center (VMC) opened as a credit-free off-campus site. Credit offerings began at the VMC over a decade ago.

HCC has been involved in prison education since 1969. Credit-free and limited credit courses have been offered at Maryland Correctional Institution, Maryland Correctional Training Center and Roxbury Correctional Institute, all located south of Hagerstown. Continuing Education conducts credit-free vocational and educational programs at the local prisons. 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. In FY 13, headcount enrollment was 2,478 for these prison programs, which generated 376.13 FTE.

HCC's Commercial Vehicle Training education and training program is located at Volvo Powertrain of North America. 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 was primarily limited by the lack of a dedicated driving range, facilities, and insufficient equipment (e.g., tractors, trailers).

Credit-free courses, particularly adult basic education, are held in local community centers because of the lack of on-campus facilities. It is projected that these programs will continue to expand as the demographics of the County continue to shift and grow.

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

Enrollment projections covering fiscal years 2014-2023 were calculated and disseminated by MHEC in July 2013 and cover the period of this plan. Using MHEC projections and CCL table data, the College is projected to experience growth of 22 percent in overall headcount, 40 percent in full-time equivalent (FTE), and 15 percent in full-time day equivalent (FTDE) between Fall 2013 and Fall 2022 (Table 1). 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. The migration from other counties will bring an influx of speakers of other languages, which will increase the College's English as a Second Language programs, as well as overall enrollment.

Credit-free FTE is projected to increase by 14 percent, with annual increase of one percent from FY 14 through FY 23. 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.

Table 1

MHEC Enrollment Projections
Fiscal Years 2013-2023

MHEC Projections of Headcount Enrollment at Hagerstown Community College, Fall 2013 - 2022											
	FALL 13	FALL 14	FALL 15	FALL 16	FALL 17	FALL 18	FALL 19	FALL 20	FALL 21	FALL 22	% Change 2012-2022
	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	
	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
Full-time	1,442	1501	1,525	1,592	1,644	1,682	1,728	1,780	1,868	1,932	40%
Part-time	3,703	3775	3,831	3,860	3,908	3,985	4,007	4,055	4,110	4,168	15%
Total Headcount	5,145	5276	5,356	5,452	5,552	5,667	5,735	5,835	5,978	6,100	22%
MHEC Projections of Full-Time Equivalent and Full-Time Day Equivalent Enrollment at Hagerstown Community College Fall 2013 - 2022											
	FALL 13	FALL 14	FALL 15	FALL 16	FALL 17	FALL 18	FALL 19	FALL 20	FALL 21	FALL 22	% Change 2012-2022
	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	
	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
FTE	3,234	3,335	3,386	3,479	3,561	3,638	3,703	3,785	3,913	4,014	28%
FTDE	1,821									2,261	24%
MHEC Projected State Funded Credit-free Full-time Equivalent Trends at Hagerstown Community College Fiscal Years 2013-2022											
FTE	FY 13	FY 14	FY 15	FY 16	FY 17	FALL 18	FALL 19	FALL 20	FALL 21	FALL 22	% Change 2012-2022
	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
	784	794	803	812	822	831	840	850	859	869	14%

Source: MHEC, July 2013

HCC Workforce

As national, state and local economies suffered major downturns, budgets have been negatively impacting across the board. Projections for growth in staffing have been adversely impacted by economic factors and future staffing is dependent upon economic recovery. HCC strives to fulfill its mission and the delivery of quality programs and services as its resources are being stretched thin. It is limiting new full-time permanent positions and analyzing staffing patterns and vacancies as they occur. Reallocation strategies have been used when appropriate.

The College is making progress toward creating a culturally diverse college community and providing positive role models for students, though the challenge of being located in western Maryland remains. As the College strives to become more culturally diverse, recruitment strategies are used to attract and hire more people from racially and culturally diverse backgrounds to serve as positive role models for students, particularly in faculty and administrative/professional positions. Table 2 details occupational and racial classifications of full-time and part-time employees reported via MHEC's Employee Data System (EDS) annual report from Fall 2012.

Of the 586 employees reported in EDS, 284 or 48 percent were full-time. Full-time (80) and adjunct (185) credit instructional faculty account for 45% of all employee classifications. Credit-free instructors account for 16 percent of all part-time employees and nine percent of all employees. Those 29 persons in the classification of management account for ten percent of full-time employees and five percent of all.

Table 2
Employees by Occupation and Race
Fall 2012

Employees by Occupation/Race as Reported on the MHEC Employee Data System (EDS) Report			
Occupation	Race/Ethnicity	Fall 2012	
		Full-Time	Part-Time
Management	Black	2	0
	White	26	0
	Other	1	0
	Total	29	0
Business and Financial Operations	Asian	1	0
	Hispanic	1	0
	White	14	1
	Total	16	1
Computer, Engineering and Science	White	16	1
	Total	16	1
Community Service, Legal, Arts and Media	Unknown	1	2
	American Indian	0	1
	Asian	0	1
	Black	1	0
	White	15	9
	Total	17	13
Public Service/Non-Credit	Unknown	0	2
	Black	0	1
	White	0	47
	Total	0	50
Librarians	Asian	1	0
	White	1	0
	Total	2	0
Natural Resources, Construction and Maintenance	White	8	1
	Total	8	1

Employees by Occupation/Race as Reported on the MHEC Employee			
Occupation	Race/Ethnicity	Fall 2012	
		Full-Time	Part-Time
Instruction	Unknown	1	28
	Asian	0	2
	American Indian	0	1
	Black	3	0
	Hispanic	1	1
	Multi-Race	1	0
	White	73	151
	Other	1	2
	Total	80	185
Other Teachers and Instructional Support Staff	Unknown	2	0
	American Indian	1	0
	Asian	1	0
	Black	0	3
	White	29	15
	Total	33	18
Healthcare Practitioners and Technical Occupations	White	0	1
	Total	0	1
Service Occupations	Unknown	0	3
	Black	4	0
	White	25	11
	Total	29	14
Sales and Related Occupations	Hispanic	1	0
	White	2	0
	Total	3	0
Office and Administrative Support	American Indian	1	0
	Black	2	0
	White	46	16
	Total	49	16
Production, Transportation and Material Moving	Unknown	0	1
	White	2	1
	Total	2	2

Employee Projections

With limited public funds and resources, College is challenged to keep pace with staffing, diversity and workforce development issues, including providing adequate office space and other support facilities. Additional faculty and non-faculty staff are needed to sufficiently support the MHEC student enrollment projections. The faculty and staff projections in Table 3 extend to FY 22 and parallel the anticipated enrollment and revenue increases, which drive facilities planning and needs. Sources for Table 3 are MHEC student enrollment projections, 2012 EDS and the 2012 CCL submission. 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. Therefore, a position 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.

As part of the 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. Conservative projections show that within the decade full-time credit faculty will increase by 31 new or reallocated positions. FTE faculty, which incorporates full-time faculty, part-time faculty (total PT faculty divided by four) and librarians, is projected at 31 percent. The College expects its numbers of FTE faculty and full-time staff to increase over the next decade by 28 percent to support the changes in campus technology, increased instructional and administrative support functions, and expanded physical plant. 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 its sister institutions.

Table 3
Workforce Projections: 2012 – 2022

MHEC Planning Classification	Actual Fall 2012	Projected Fall 2022	# New/ Reallocated Positions Projected	10 year % Change
Full-time Faculty	**80**	**111**	**31**	**39%**
Part-time Faculty	**167**	**240**	**73**	**44%**
Librarians	**2**	**2**	**0**	**0%**
FTE Faculty*	**124**	**173**	**39**	**31%**
Full-time Staff	**204**	**248**	**44**	**22%**
Total FTEF + FT Staff	**328**	**421**	**93**	**28%**

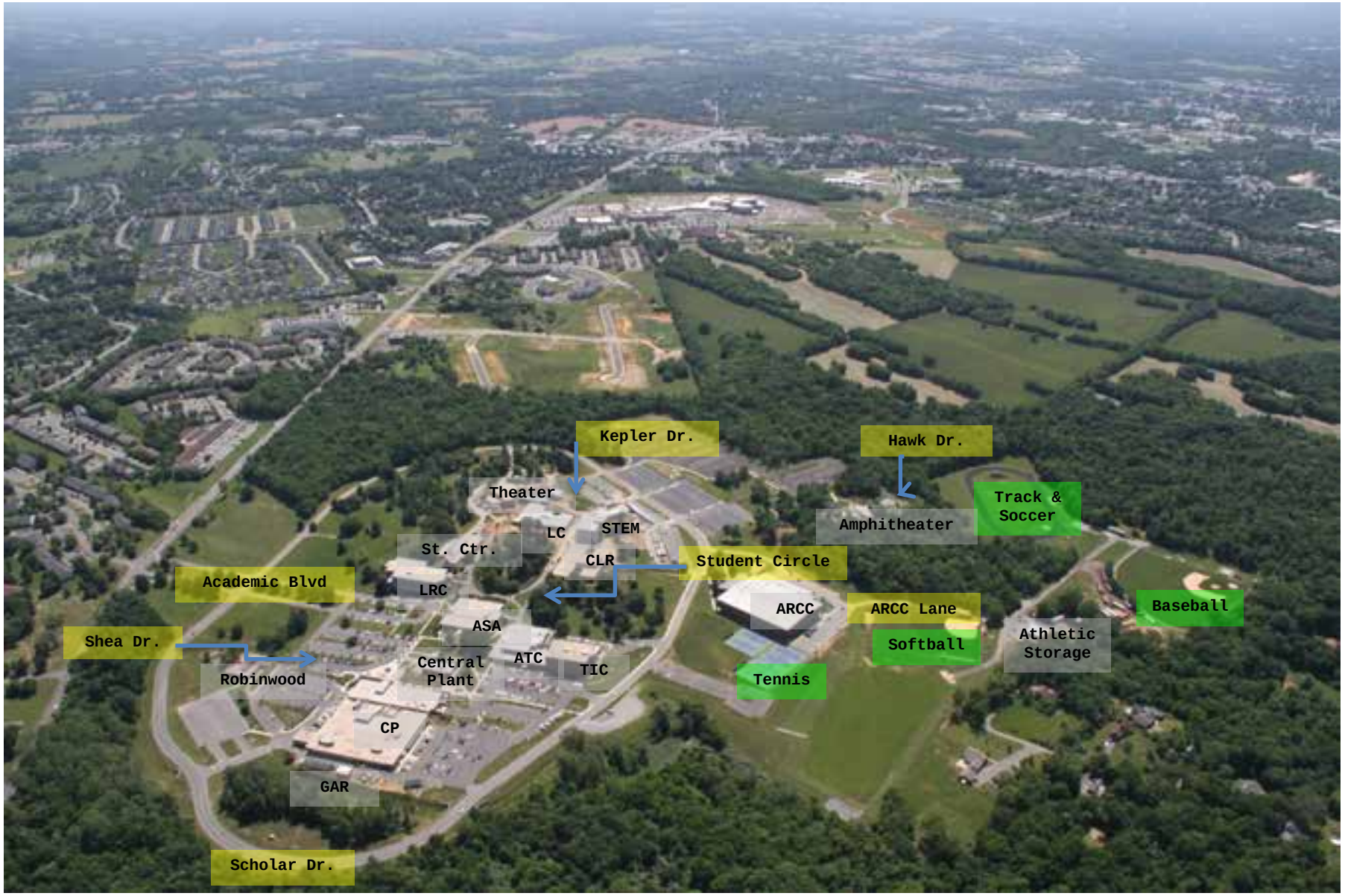
Note: Projected positions in ten years could be newly created or reallocated depending on need and budgetary constraints.
*FTE Faculty (FTEF) = full-time faculty + librarians + part-time faculty /4

III. ASSESSMENT AND ANALYSIS OF LAND AND FACILITIES

Hagerstown Community College's physical plant is over 40 years old. Many of the original buildings on the HCC campus were constructed between 1960's and 1970's and reached a point in their useful life cycle expectancy where major building system upgrades and renovations were required. HCC has purposely pursued a Capital Improvement Plan (CIP) over the last five years to plan for new construction and renovations to address upgrades for aging capital equipment and outdated infrastructure. Constantly changing technology, adjustments for updated life safety and accessibility requirements, new storm water regulations, and forestation requirements have necessitated the need for improved facilities on the HCC campus. In addition, student needs and goals have changed, enrollment has increased, and educational technology has changed radically since the original structures were built. Based upon enrollment projections, many more traditional and non-traditional full-time students will seek to take advantage of those classes and programs offered by HCC.

Aging educational facilities must utilize up-to-date technology to enhance today's new teaching techniques and learning styles, while incorporating modern construction methods, material, and equipment to meet energy efficiency and environmental requirements. 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, growing enrollment and student diversity.

In January 2012, HCC completed construction of a 62,840 GSF Science, Technology, Engineering and Mathematics (STEM)building. The completion of this construction project allowed HCC to fully renovate two of the original campus buildings. In January 2013, the Classroom Building reopened as the Behavioral Sciences and Humanities Building and the Science Building was renovated into the Learning Support Center. The existing Kepler Theater was refurbished and a new 29,242 GSF Performing and Visual Arts Education Center was added in 2012. The next project scheduled is the construction of a 29,229 GSF addition for the campus Student Center. Completion of these projects creates new educational classroom and lab spaces, which allows other areas on campus to be reconfigured and/or reassigned for newly emerging programs and existing programs with growing enrollments. A campus map (Map 2) is found on the following page.



Map 2 – HCC Campus

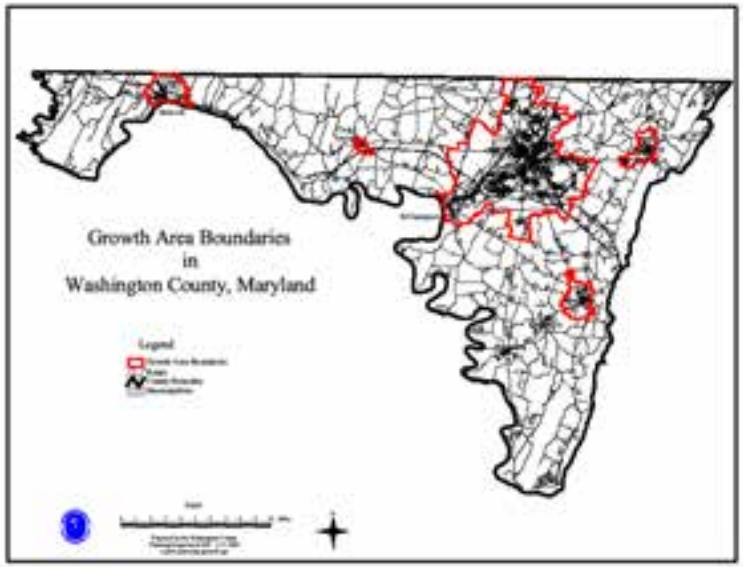
Assessment and Analysis of Land

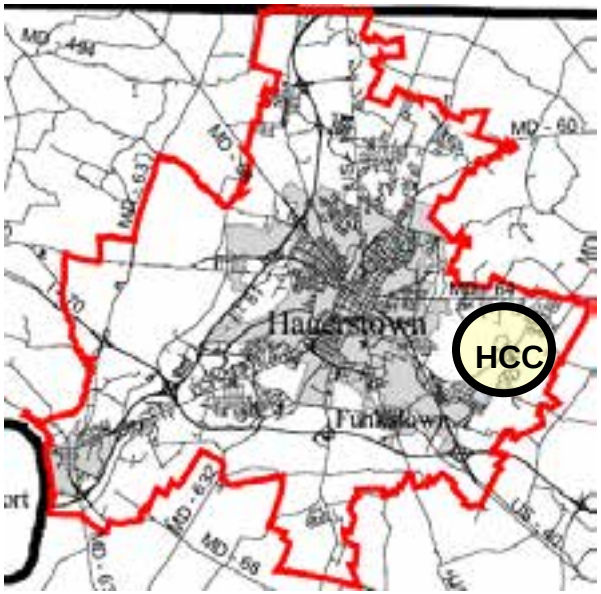
Zoning

Hagerstown Community College received a new zoning designation ERT (Education, Research and Technology) in 2013, 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.

The area in which the College is located is designated as an "Urban Growth Area" (Map 4). Currently 48,237 acres or 16% of Washington County is designated as such. Much of the area's growth has been 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 3 – Washington County Zoning Map





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 4
Campus Acreage

Type of Usage	Number of Acres
Buildings	**12**
Playing Fields	**8**
Lawn	**35**
Storm Water	**10**
Forest Conservation	**46**
Wetlands	**2**
Parking/Roadways	**24**
Undeveloped	**182**
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, 20 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, that constitutes the core of the campus. The exceptions are the Amphitheater and three storage and 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 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. Hilshman Garden
4. Shieg/Decker Garden
5. Rosen Garden with Fountain
6. Rad Tech Garden
7. Smysel 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, Humbertsorn and Buthans Garden with Statue of St. Francis
16. Andrea Chaplin Garden
17. Kreykenbohrm 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 Wafer 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 (Map 8). In Fall 2011, work was completed in the northwest section, which was dedicated in memory of John Waltersdorf, a prominent local businessperson. The Waltersdorf Quad enhanced and facilitated movement among and between the Arts and Sciences Complex buildings by improving walkways. 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.

The Quad will have tribute areas throughout to encourage community involvement with the College. The first, dedicated in Fall 2011, was the Waltersdorf-Henson (W-H) 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. Dedication occurred in September 2013.

Additional development will occur in three phases (Map 9).

Phase One: Waltersdorf-Henson Tribute Area

Map 8
Current Quad

Map 9
Proposed Quad Design

Wetlands

Of the College's 319 acres approximately 2 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. A separate discussion of sinkholes follows.

HCC Wetlands

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.

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 Alternative Energy House, 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

Need for Additional Campus Vehicular Access

Currently, there is only one entrance onto campus. As the campus and surrounding areas grow and develop, an alternate access to the campus is necessary to alleviate congestion at the campus entrance on Robinwood Drive. Likewise, an additional exit is in everyone's best interest in the event of emergencies and evacuations. A second entrance is planned by the County along the northwest side of the campus. It will connect from HCC's Hawk Drive to Yale Drive behind 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.

Access and Interior Roads

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 2013, the County began making improvements necessary on Robinwood Drive in preparation for constructing a traffic circle at the entrance to campus. See Exhibit 1 on the following page. It is assumed that the traffic circle will keep traffic flowing; thereby lessening traffic congestion and reducing the number of accidents at the campus entrance.

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.

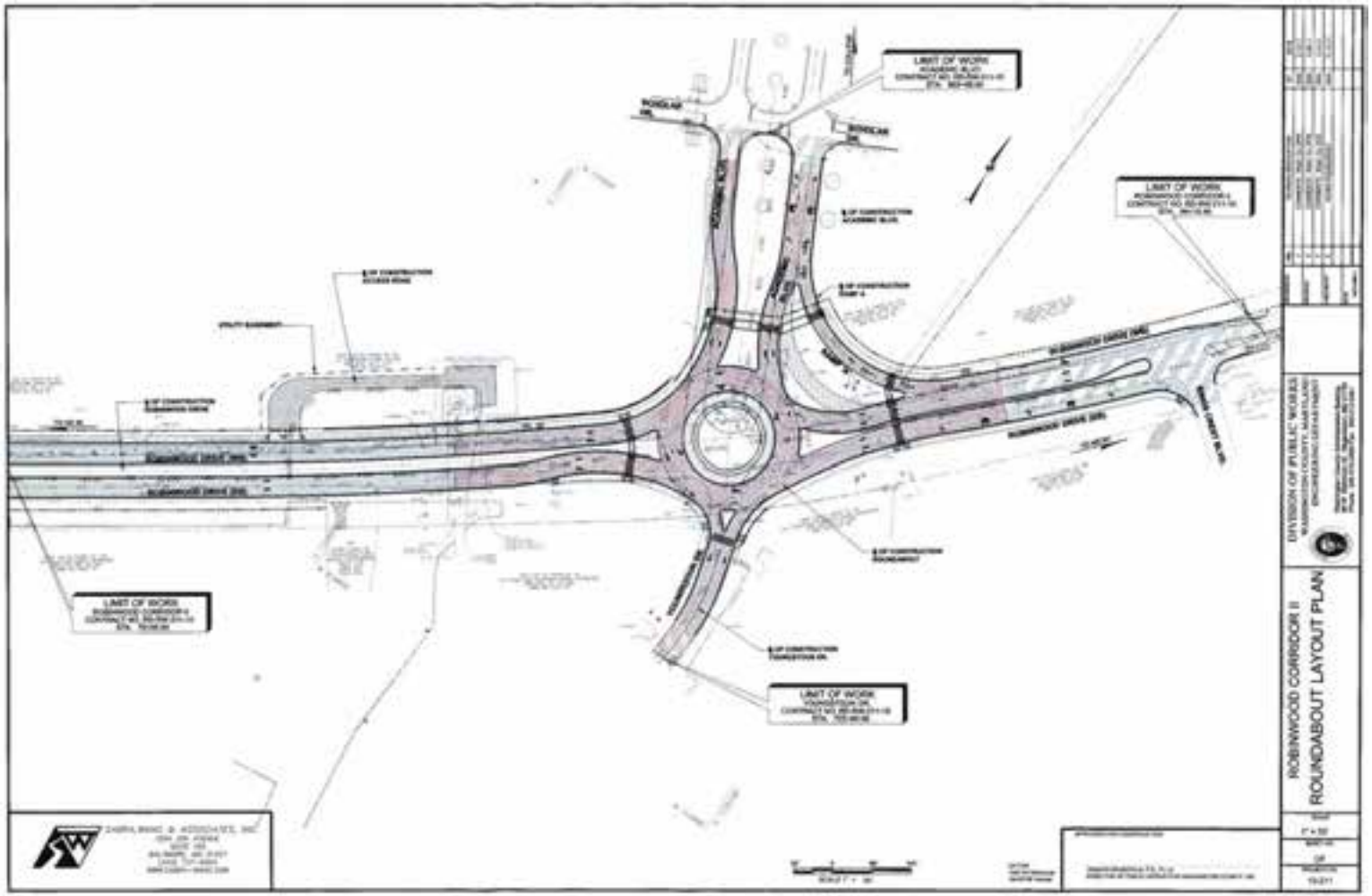


Exhibit 1

Future Traffic Circle 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 with a net gain of approximately 324 spaces.

New Parking Lot O

New Parking Lot N and O

Table 5

Actual Parking Lot Counts

Lot	Students	Handicap	Visitor	Staff	Reserved	Motorcycle	Total
A	0	13	0	41	5	0	59
B	0	0	6	51	0	2	59
C	0	0	0	48	0	4	52
D	34	3	0	0	0	0	37
E Lower	88	6	0	0	0	0	94
E Upper	88	0	0	0	0	6	94
F	0	4	0	147	2	0	153
G	0	4	4	54	23	0	85
H	79	0	0	0	0	0	79
I	0	3	0	23	0	0	26
J	71	3	0	11	4	0	89
K1	83	3	0	20	0	0	106
K2	49	4	0	23	0	0	77
K3	62	0	0	21	0	0	79
L1	79	7	0	7	0	0	83
L2	140	0	0	0	0	0	140
L3	82	0	0	0	0	0	82
M	0	10	0	23	5	0	38
N	99	4	0	0	0	0	103
O	346	0	0	0	2	2	350
Total	**1,300**	**64**	**10**	**472**	**41**	**14**	**1,901**

Signage

There is a large electronic sign at the main entrance that was used to advertise events on campus. However, the sign is over twenty years old and will replaced with a modern digital message center to provide enhanced opportunities for developing community awareness of campus activities and course offerings. It will be installed when the traffic circle is completed. A new electronic digital sign was placed in 2013 at the entrance of Kepler Drive leading into the theater to advertise events. There are some smaller signs along campus roads giving directions to various buildings. HCC is currently working on updating many of these signs to properly direct traffic and identify buildings.

Signage in many of the buildings has been upgraded to meet ADA requirements; however, the look of signage is inconsistent between some buildings. These signs will be upgraded during renovations to those buildings. Uniform signs will be placed on classrooms and offices, with consistent data displayed on them.

Adequacy of Existing Land / Capacity for Future Development

Part 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 182 acres of mostly wooded land are currently undeveloped. All of this land has flat or minimal incline, making it feasible for future development.

Construction of new roads such as the Loop Road, and the proposed second campus entrance will provide access to areas farther from the campus core, further enhancing development capabilities. As the area beyond campus boundaries is developed, the College will need to ensure that sufficient utilities are planned and constructed to meet the campus' future needs. However, HCC also recognizes the benefits of maintaining undeveloped land. Ultimately, the College will be able to develop the campus and expand while still maintaining significant tracts of natural, undeveloped land.

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 submitted to the Washington County Planning Office for approval. The CDP and this plan, both important facilities planning resources, are well aligned to assist the College with PlanMaryland.

Assessment and Analysis of Facilities

The following pages evaluate Hagerstown Community College's existing buildings and are in alphabetical order by building name (Table 6).

Table 6

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	2004 - New roof with project, York Roofing, 20-year John Mansville Warranty	Rooftop air handler with VAVs (controlled by energy management system) is 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 (2 classrooms) as supplemental heat (2006).
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	ATC 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 south side offices and classrooms.
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	Heat pump.

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
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
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.	Seamless metal roofing system, original. Gutter/ flashing repairs and snowbirds installed FY 2007 by Kline Roofing.	Heat pumps (monitored by energy management system) and gas furnace heaters in arena and locker and shower rooms. 8 condensing rooftop units replaced 2009 13 HVAC through the wall units were replaced 2009
Athletic Storage/Restroom	AS	1,160	1978		Restrooms renovated, October 2008	Shingle roof. Re-roofed 1996 by HJC	Electric heaters in bathrooms.
Baseball Press Box	PB	324	1980's		Painted 2006	Shingle Roof	None
Behavioral Sciences and Humanities Building	BSH	23,396	1966	20120 Student Circle	Renovated 2012	New Roof 2012 Citi-Roof. Firestone 3 ply Roof Renovations, Hess Construction	Heating/cooling supplied by central loop and zoned rooftop and air handling units. To be monitored and controlled by energy management system. BSHB has 4 RTU's.

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. Roof on over addition is a	Heating/cooling supplied by central loop and zoned rooftop and air handling units. To be monitored and controlled by energy management system. CPB has 7 RTU's and 1 AHU for the classrooms that were formally a cellar.
Career Program Storage	CPS	720	2010		Originally a dumpster pad it was constructed of block and brick for storage.	Shingled Roof 2010	Electric heater
Central Plant	CNP	2,686	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 Screw Chiller June 2008 2 rollup doors on north end installed Fall 2008. Boiler Oil Tanks removed August 2008. 400 hp Kewanee boiler removed 2010	New roof 2005 Heidler Roofing, 20-year GAF warranty	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); a York, 500-ton chiller and tower was installed in 2001. Monitored and controlled by energy management system. Installed 5 small Paterson-Kelley condensing boilers and 1 650 McQuay VF Chiller (2011)

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
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 PVAEC Roof Original installed 2011, Kalkreuth Roofing, 20 year warranty, Firestone asphalt roofing sheets, 3 ply modified bitumen	Kepler has two rooftop units AHU7 and AHU3. Stage set workshop has AHU1, AHU2, AHU4. 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. Separate split system for Telecom closet.
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.	Original roof, Tri-state roofing. Snowbirds installed on metal barrel roof by Kline Roofing, FY 2007.	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. 33 VAV controllers replaced on the 3rd floor.
Learning Support Center	LSC	17,732	1966	20108 Student Circle	Renovated 2012	New roof 2005 Heidler Roofing, 20-year GAF warranty	Heating/cooling supplied by central loop and zoned rooftop and air handling units. To be monitored and controlled by energy management system. BSHB has 3 RTU's.
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	Electric heat added to the left extension 2010
Motor Cycle Storage Building	MSB	1750	2008			Shingle (30 year Warranty)	Electric Heat, ceiling hung

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Robinwood Child Care Center	RCC	8,435	1970	20111 Shea Drive	New windows, Summer 2008	Shingles replaced 1992	Electric heat with air conditioning and through-the-wall heating/cooling electric units; new electric baseboard heat in pre-K classroom by offices.
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	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.
Student Center	SC	13,094	1966	20101 Student Circle	Renovation completed in 2002. Office renovations for Dean of Students 2010	New roof with renovation, Kline Roofing, 20-year John Mansville; metal roofing on upper section over Dining Area New roof on sloped section installed 2005 by Heidler Roofing	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.
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.	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; one air handler unit supplies warehouse area; one heat pump 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.

Name	Bldg	GSF	Year Built	Address	Improvements	Roof	HVAC
Vehicle Maintenance Garage	GAR	852	1978			Original metal roof	One existing Modeen propane heater; new Modeen propane heater installed 2006. New Electric heater installed 2010
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	876	2006		Temp. Bldg.	Shingle roof-pitched.	Heating and cooling supplied by through-the-wall heat pump.
Truck Driver Training 3	TRK3	876	2006		Temp. Bldg.	Shingle roof-pitched.	Heating and cooling supplied by through-the-wall heat pump.
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 VAVs above-the-ceiling units. Automatic temperature averaging energy management system used for VAVs.

ASA (BACK)

ASA (FRONT)

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 - Membrane		Total renovation of the building completed in 2004, including new roof.
HVAC	Heat Pump		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 (cont):
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

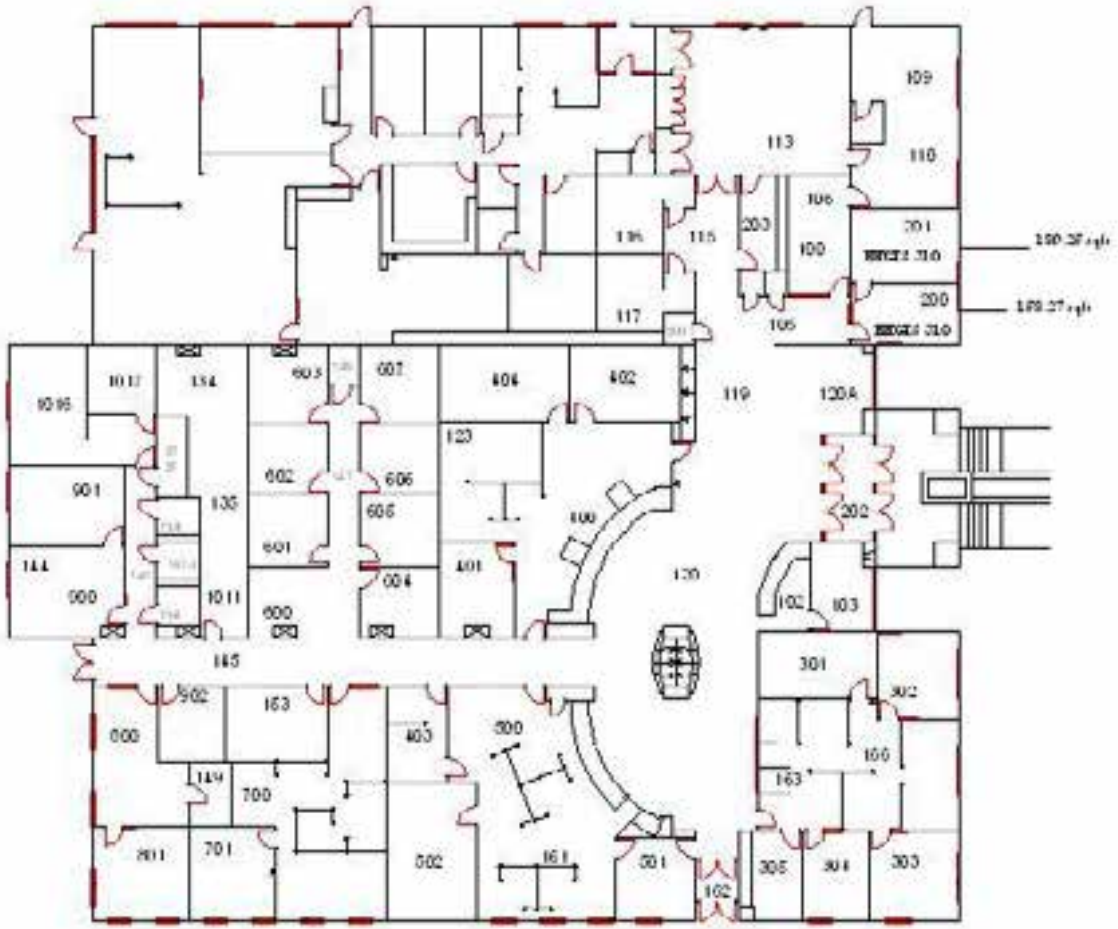
FUNCTIONS: This building houses the offices of the President and administrative staff, Enrollment Services, Financial Aid, Counseling, and the Children's Learning Center.

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.

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

TEN YEAR CIP: The College plans to develop a Teacher Education Center and move the Children's Learning Center and the Early Childhood Education Courses to Robinwood Center. Details of the CIP plans are provided in Section 6, Priority #7.



ADVANCED TECHNOLOGY CENTER

Year Built	1966		Comments
GSF	30786		Former Athletic Building
Roof	2004 - Membrane		Renovated into classrooms in 1989.
HVAC	Central Plant		Roof redone FY 2006 by Heidler Roofing
Renovations	1989-Building 2008-Restooms 2009-Offices 2009-Skylight		20 year GAF warranty Redesigned and renovated skylight 2009
Address	20142 Scholar Drive		

Comments (cont):
TC 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 southside offices and classrooms.
Restrooms were renovated in Fall 2008
HVAC squirrel cage and shaft were replaced in 2008
Elevator was reconditioned in 2008
The skylight was redesigned and installed in 2009
Office space created and renovated in 2009

Unique functions: Building currently houses the Facilities Department, Planning and Institutional Effectiveness, and VP of Finance.

.

HEGIS: (ATC)		Square Footage:	
Classroom:	4364	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, distance learning, and facilities support functions. Due to limited space in the Administration and Student Affairs Building, Planning and Institutional Effectiveness along with the VP of Finance have been relocated to the ATC.

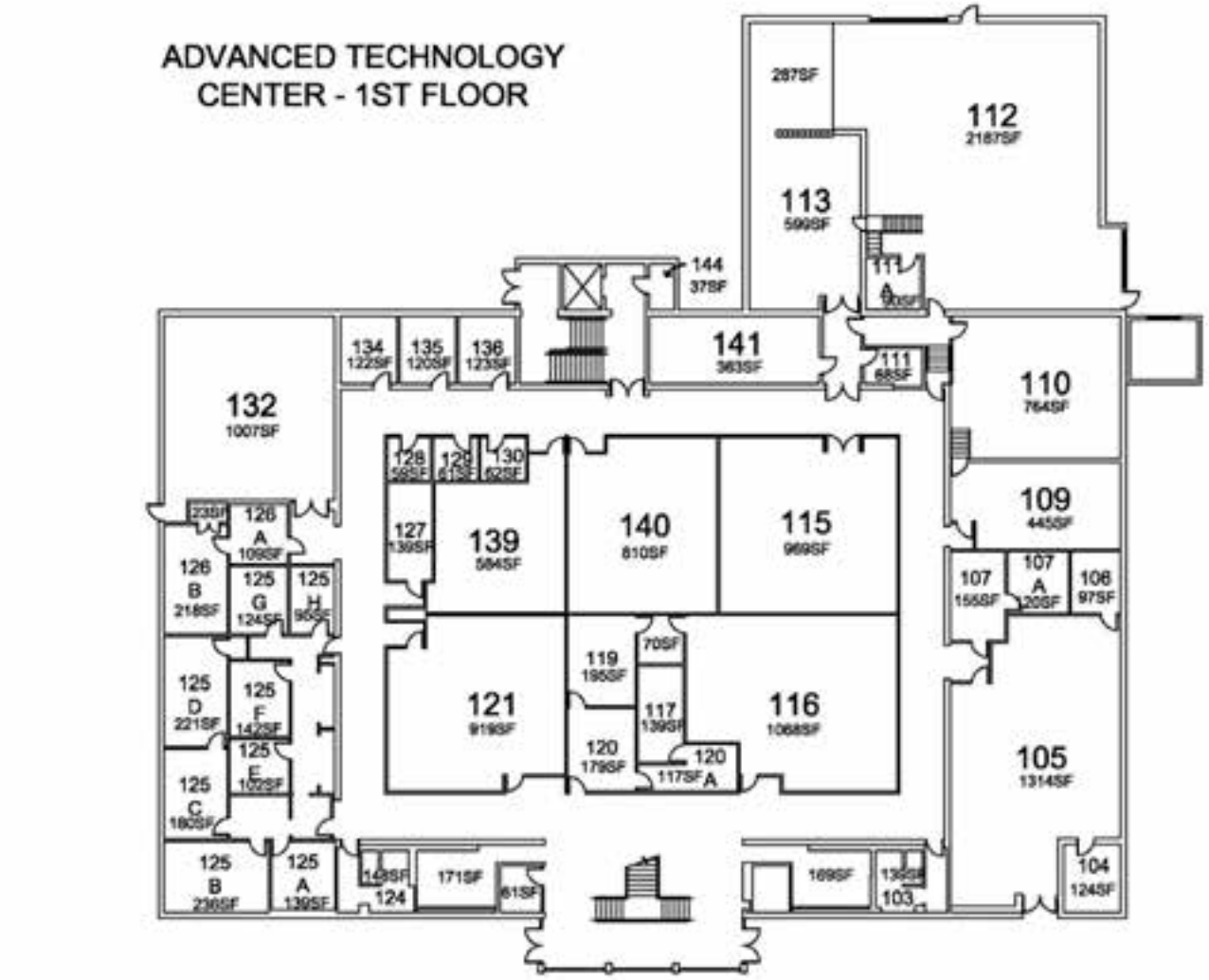
DEFICIENCIES: This building was originally the gymnasium. The lighting, finishes and general layout of the building need to be upgraded. While the building is ADA compliant, some areas are barely accessible. One room currently used for classes would be better suited for the maintenance department, since 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: This building was converted from a gym to classroom use and renovated in 1989. Restrooms were renovated in 2008. The skylight has been reconfigured and replaced in 2009.

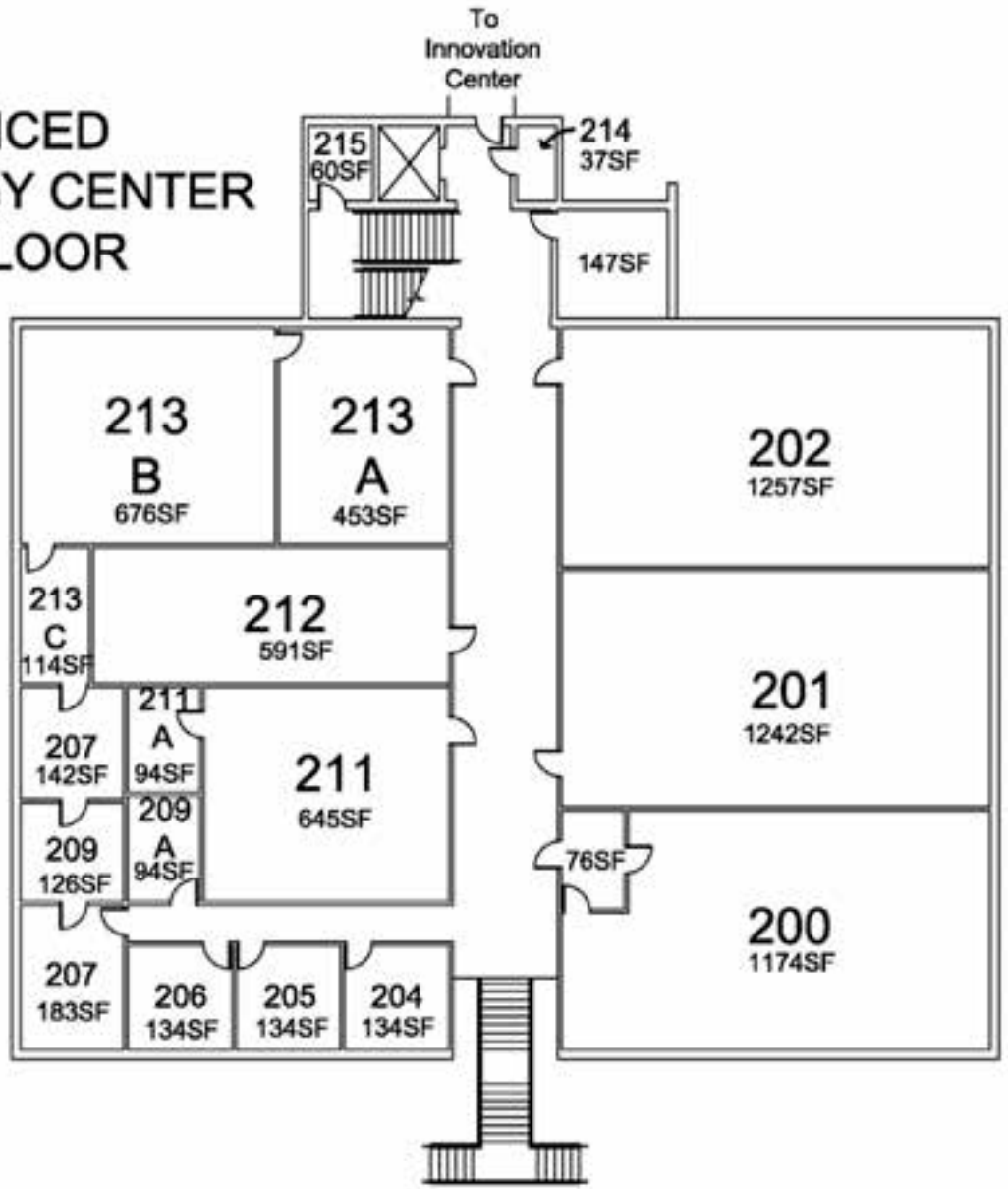
LIFE SAFETY & ADA: The building has sprinklers and was made ADA compliant during the 2004 renovations. However, some areas remain minimally accessible.

TEN YEAR CIP: N/A

Building –Advanced Technology Center



ADVANCED TECHNOLOGY CENTER - 2ND FLOOR



AMPHITHEATER (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, built in 2000, was 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. The new expanded parking lot will allow for easier access to these buildings.			

FUNCTIONS: Performance Venue

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

TEN YEAR CIP: NA

AMPHITHEATER AUXILIARY (ENTRANCE)

Year Built	2000		Comments
GSF	3,667		Shingle roof installed by Bruchey Builders
Roof	Original		
HVAC	Heat Pump		
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		

ATHLETIC RECREATION AND COMMUNITY CENTER

Year Built	1988		Comments
GSF	84,976		Metal roofing system. Gutter/ flashing repairs and snowbirds installed in FY 2007 by Kline Roofing.
Roof	Original - metal		
HVAC	Heat Pump		Heat pumps monitored by energy management system and gas furnace heaters in arena, locker and shower rooms.
Renovations	None		Installed new indoor track surface (Mondo) (2009)
Address	20175 Scholar Drive		8 Condensing rooftop units were replaced (2009) 13 HVAC thru the wall units were replaced (2009)
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:	65,367
Lab:		Gross:	84,976
Office:	2,134	Efficiency:	.77
Study:			
Special Use:	44,924	Floors:	2
General Use:	448	Constructed:	1988
Support:			
Other Org:	15,835		

FUNCTIONS: The Athletic, Recreation, and Community, Center (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
Spouting was reconfigured from a design flaw where the spouting was inside of the building, it was placed on the outside of the building.
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 10ft. 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

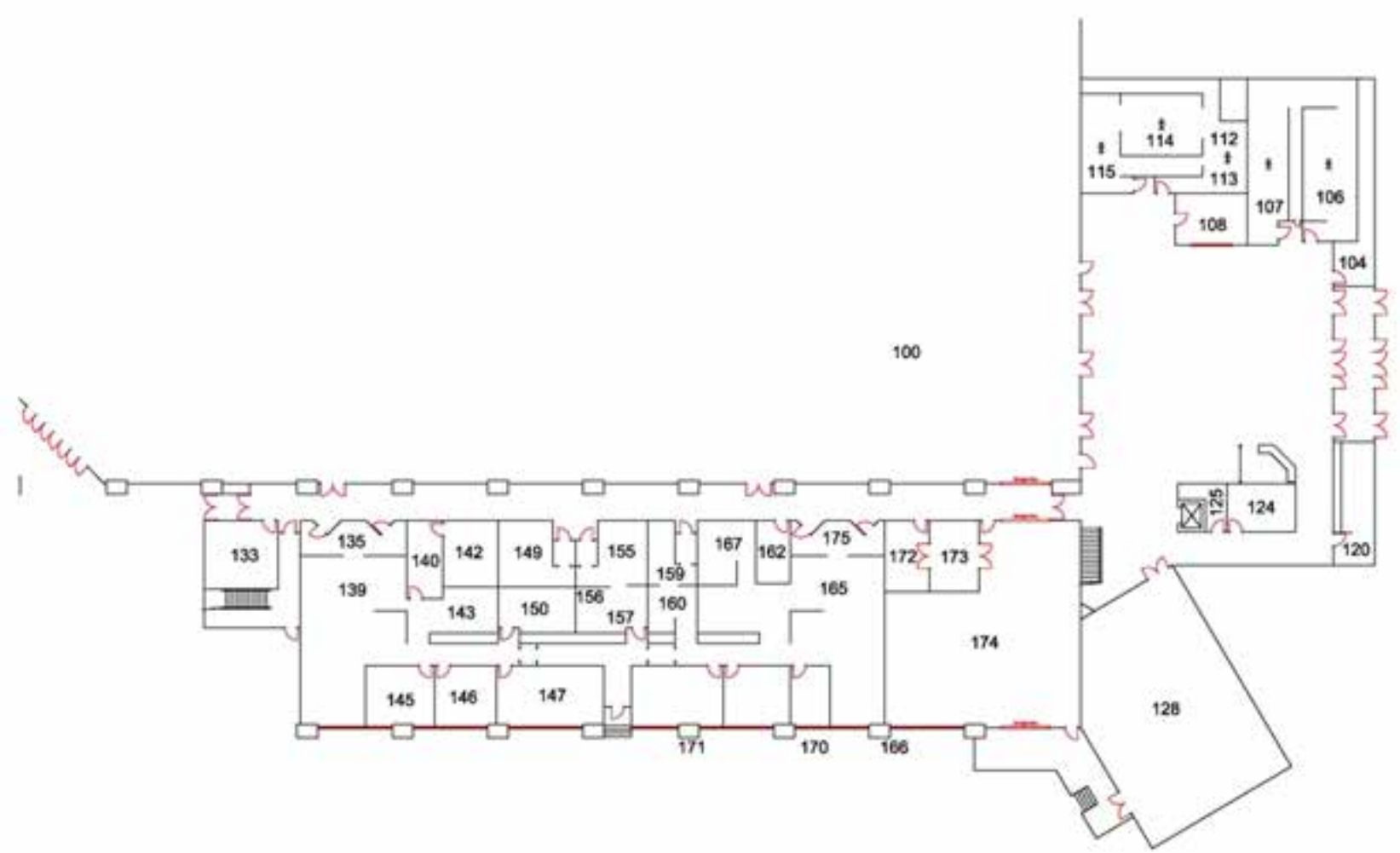
2012: Carpeted the lobby, offices and classroom spaces
Replaced heat exchangers in Arena

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

LIFE SAFETY & ADA: Compliant.

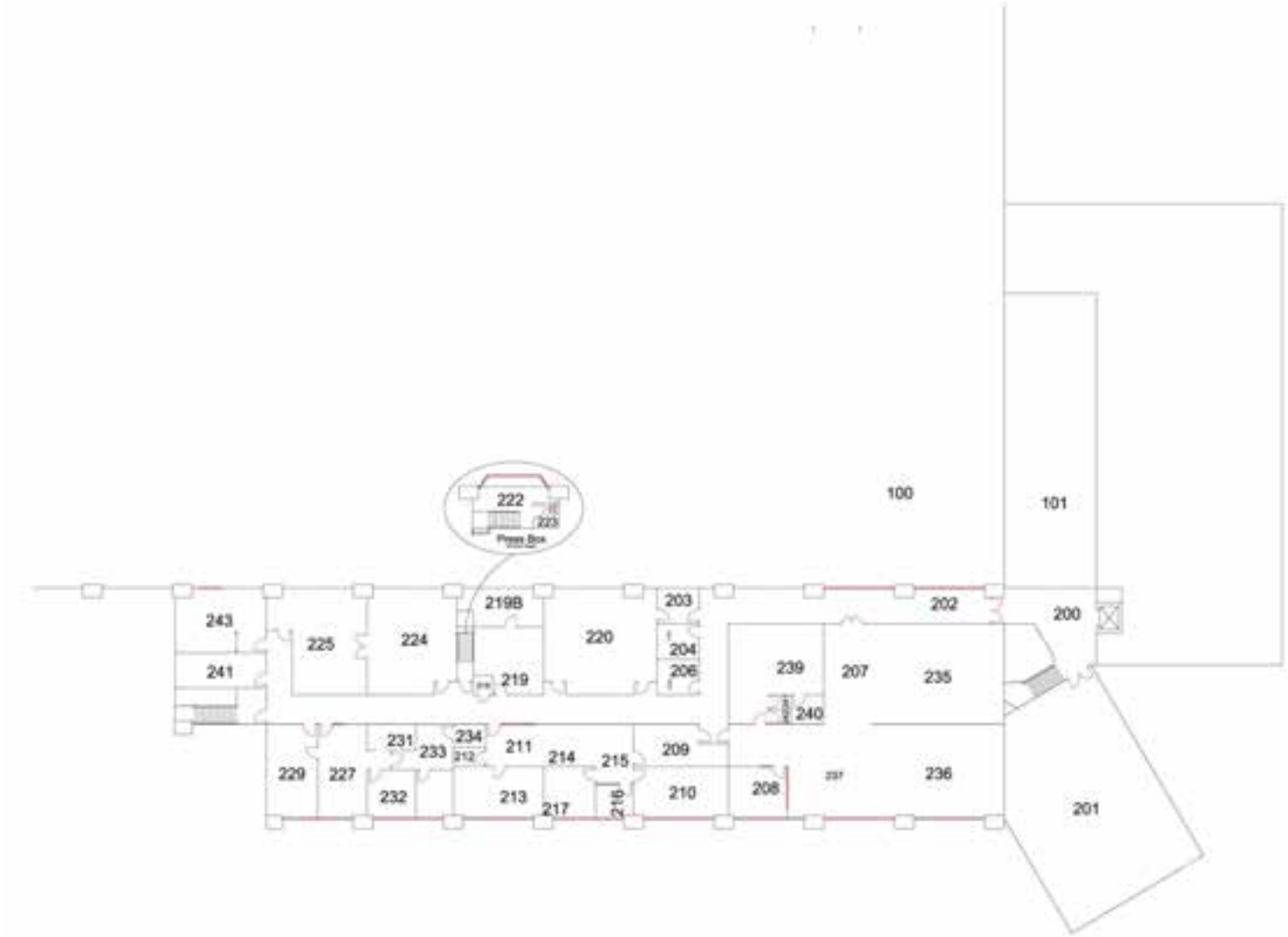
TEN YEAR CIP: The College is planning a new roof for the ARCC. Details of the CIP are in Section 6, Priority 2.

Building – Athletic, Recreation and Community Center (ARCC)



ARCC 1st Floor

Building – Athletic, Recreation and Community Center (ARCC)



ARCC 2nd Floor

ATHLETIC STORAGE/RESTROOMS

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

BASEBALL PRESS BOX

Year Built	1980's		Comments
GSF	418		Exterior Painted 2006
Roof	Original - Shingle		
HVAC	None		
Renovations	None		
Comments (cont): Houses storage in lower area, press box in upper area.			
Unique functions: None			

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.

BSHB (FRONT)

BSHB (REAR)

BEHAVORIAL SCIENCES AND HUMANITIES BUILDING

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		
Comments (cont):			
Unique functions: 206 seat auditorium with stage, Fletcher Faculty Development Center and foreign language lab.			

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

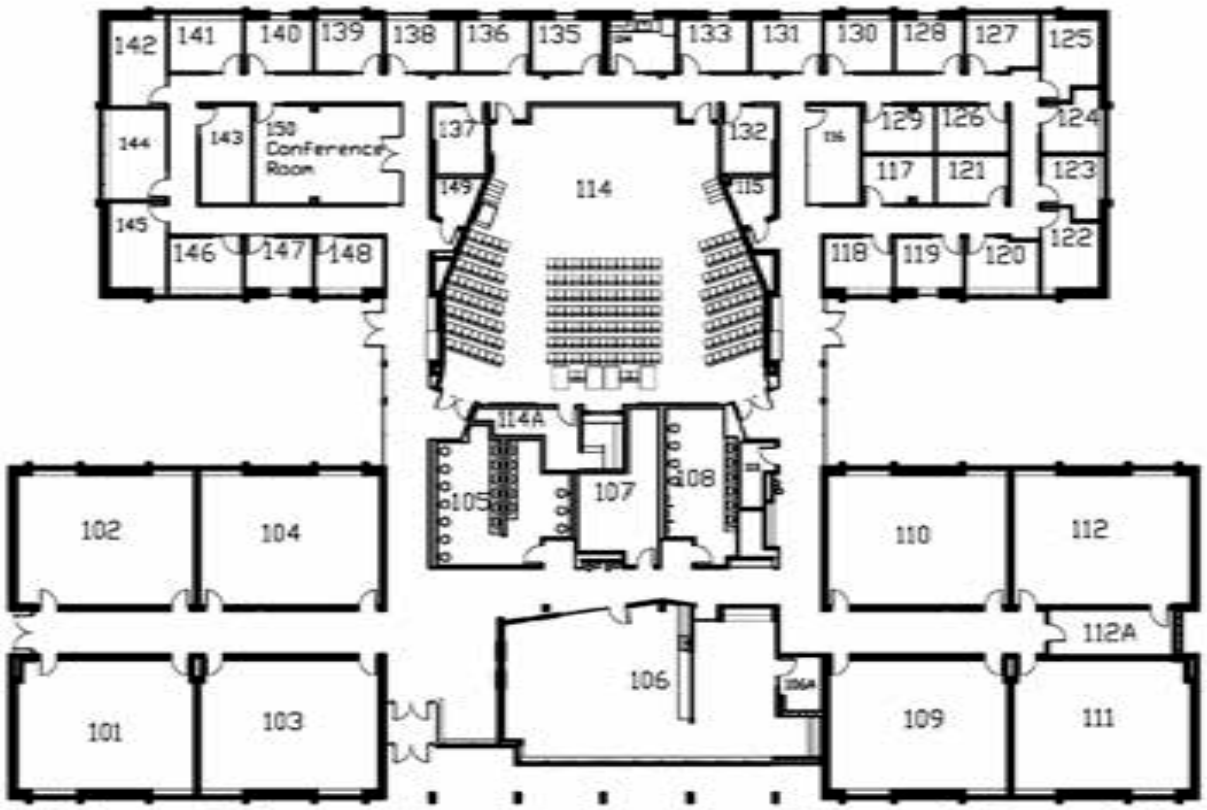
DEFICIENCIES: None

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.

TEN-YEAR CIP: N/A

Building – BSH Building



BEHAVIORAL SCIENCES AND HUMANITIES BUILDING
(BSH)



CAREER PROGRAMS BUILDING

Year Built	1966		Comments
GSF	91,281		Lower level-new roof FY 2001. 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
Roof	1992 - Membrane		
HVAC	Central Plant Roof top		
Renovations	2003, 2007		
Address	20106 Shea Drive		

Comments (cont):
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:	6,955	Net:	65,007
Lab:	20,674	Gross:	91,281
Office:	11,511	Efficiency:	.71
Study:			
Special Use:		Floors:	2
General Use:	11,580	Constructed:	1967
Support:	9,379	Renovated:	2007-09
Other Org:			2013

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 #9. Roof leaks are also an ongoing problem in this building. The boiler drains on the chilled water loop and continuously freezes.

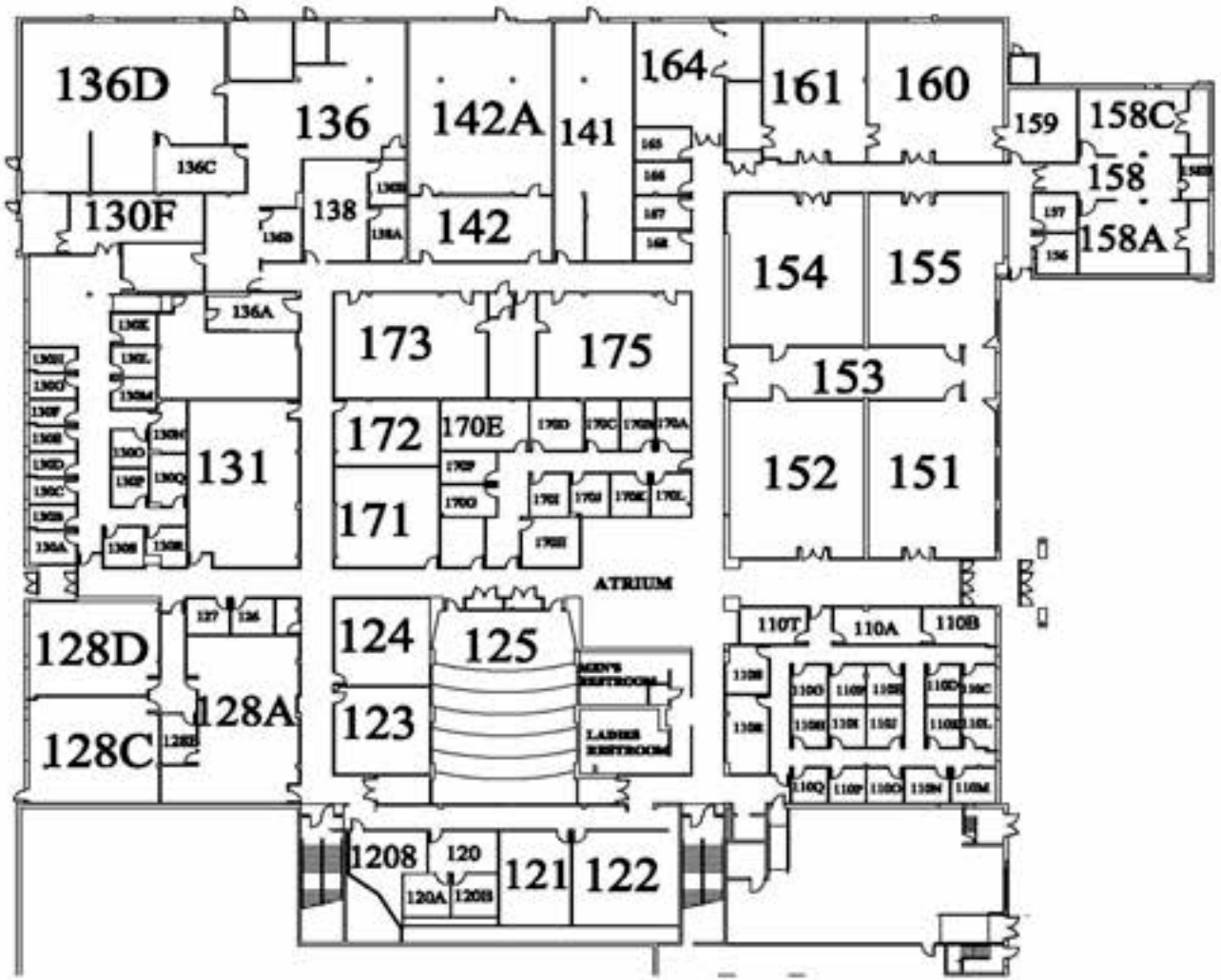
LIFE SAFETY & ADA: This building is fire and ADA compliant.

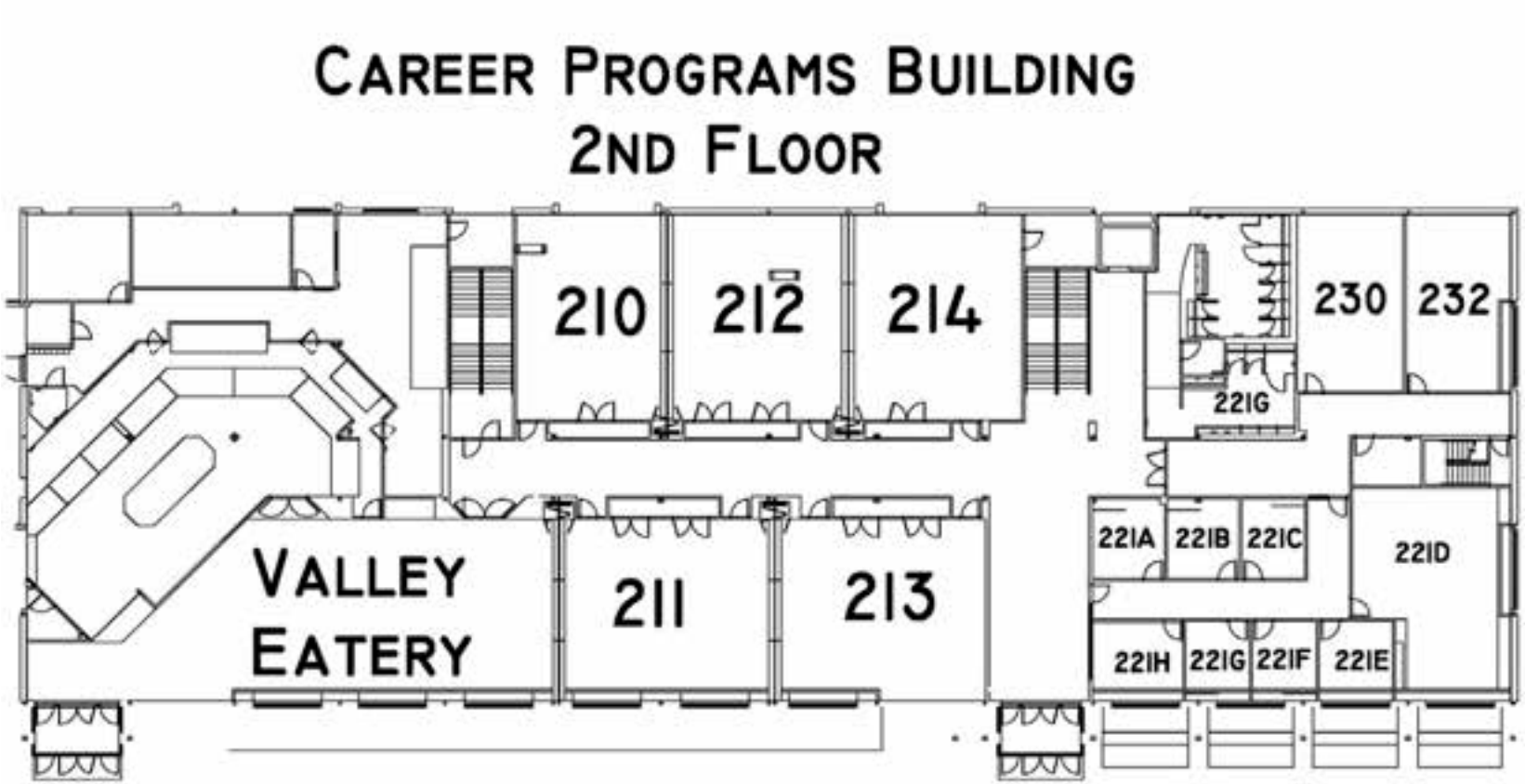
IMPROVEMENTS: Completed February 2009, the Career Programs Building was completely renewed. It was torn down to the shell in a phased project and totally renovated. As part of the renewal, all capital equipment was replaced, the building was put on the campus central heating and cooling loop and an elevator 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.

TEN YEAR CIP: NA

Building – Career Programs Building (CP)

Career Programs Building (CPB)
1st Floor




CAREER PROGRAMS BUILDING
2ND FLOOR
210
212
214
230
232
221G
VALLEY
EATERY
211
213
221A
221B
221C
221D
221H
221G
221F
221E

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 (cont):Originally was dumpster pad for the CPB			
Unique functions: Houses the catering cart and publications			

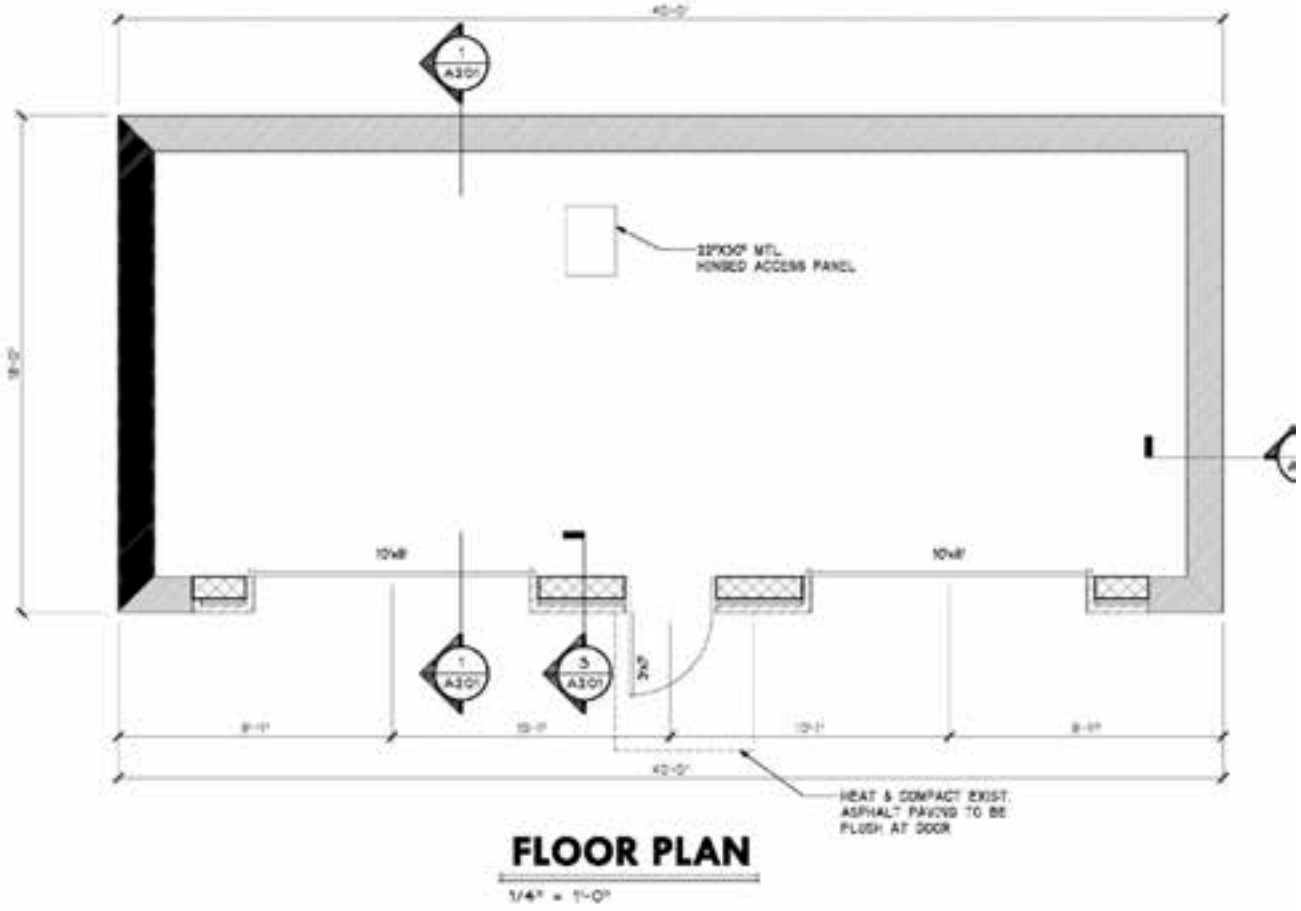
HEGIS: (MES)		Square Footage:	
Classroom:		Net:	720
Lab:		Gross:	720
Office:		Efficiency:	1.0
Study:			
Special Use:		Floors:	1
General Use:		Constructed:	2010
Support:	720		
Other Org:			

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

Building – Career Programs Storage (CPS)



FLOOR PLAN

1/4" = 1'-0"

CENTRAL PLANT

Year Built	1966		Comments
GSF	2,686		1- 200 hp Cleaver Brookes boiler (1990) 2-pipe heating loop replaced with a 4-pipe, heating and chilled water loop (2000) Cooling loop Upgraded with two VAV drive units (2000) Central Plant upgrade with two 200-ton McQuay chillers and towers (2000) A York 500-ton chiller and tower was installed (2001) 1 new 400 hp Cleaver Brookes boiler (2004) 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) Replaced 1 McQuay with 350 ton York Screw Chiller (June 2008) 2 Rollup doors on the north end installed (2008) Boiler Oil Tanks Removed (August 2008) Removed original 400 hp Kewanee boiler (2010) Removed 2 – 200 ton McQuay Chiller and 1- 350 ton York Screw Chiller (2011) 1 – 650 ton McQuay Variable Speed Chiller installed (2011) 5 – Harsco Max C3000 Boilers installed (2011) Drilled a 200ft. well next to the central plant to use in the cooling towers. Installed cyclone filtering system for sediment control (2012)
Roof	2006 - Membrane		
HVAC	Central Plant		
Renovations	2000		
Address	20110 Shea Drive		
Comments (cont): New roof 2006 Heidler Roofing, 20-year GAF warranty. 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. Cooling improvements included removing the 2 – 200 ton McQuay Chiller and the 350 ton York Screw Chiller. Heating improvements included installing 5 – Harsco condensing boilers that can be operated all year. A new well was drilled and will be used in the cooling tower.			
Unique functions: Central Heating and Cooling Plant for the campus			

HEGIS: (CNP)		
Classroom:	Square Footage:	
Lab:		
Office:	Net:	
Study:	Gross:	2,686
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: Cooling problems recently arose with the addition new buildings on campus. It was determined by the Mechanical Engineers that the current cooling capacity is inadequate to handle all of our buildings during. There have been several large CIP projects on campus that include the following:

- STEM Building - 62,840 GSF
- Kepler Theater - Additional 23,000 GSF
- Behavioral Sciences and Humanities Building – 23,396 GSF
- Learning Support Center – 18,331 GSF
- CP expansion for Dental Hygiene – Additional 2,549 GSF

Future projects include: Student Center Expansion, Consolidated Public Safety, Robinwood Center and possible adding the Athletic Recreation and Community Center

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 3rd, 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

TEN YEAR CIP: An addition is being proposed to the Central Plant to address the deficiencies listed above for cooling. A Part I and II for funding for FY15 Architectural and FY16 for Construction was submitted May 1, 2013. Details of the CIP plan are provided in Section 6, Priority #3

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 – Membrane		
HVAC	Central Plant		
Renovations	2004, 2012		
Address	11512 Kepler Drive		
Comments (cont): Kepler has two rooftop units AHU7 and AHU3. Stage set workshop has AHU1, AHU2, AHU4. 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. Separate split system for Telecom closet.			
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

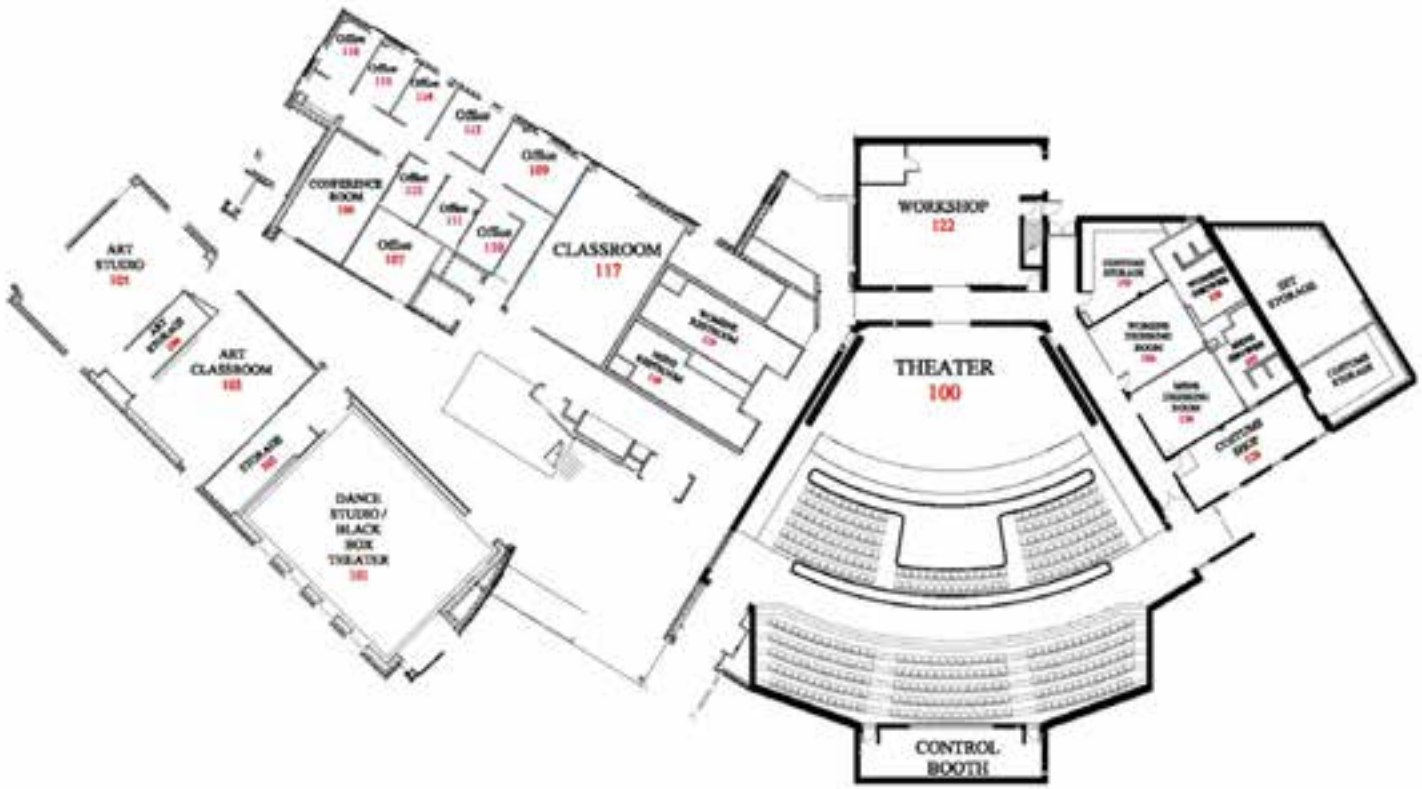
ADA: None

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

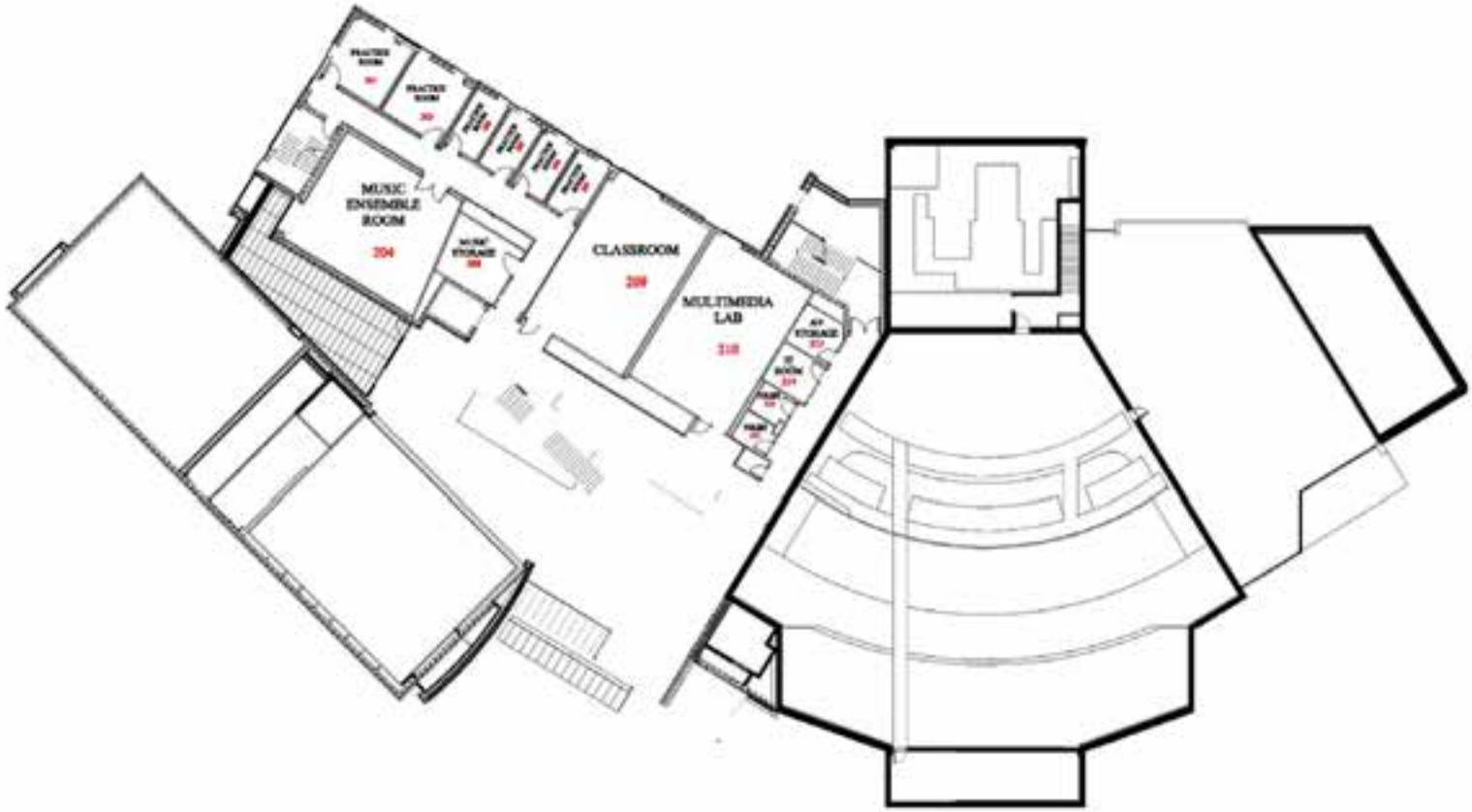
2012: A complete renovation of the existing theater and an addition was added to the theater.

TEN-YEAR CIP: None

Building – Theater



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



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 - Membrane		
HVAC	Central Plant		
Renovations	2004		
Address	11432 Academic Blvd.		
Comments (cont): 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:	6,189	Net:	39,814
Lab:	5,244	Gross:	57,741
Office:	7,203	Efficiency:	.69
Study:	16,249		
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 Library has a two story, glass walled conference room that does not have adequate ventilation. Temperature control is difficult throughout the year and the room is unsuitable for use most of the time. The heating system also needs constant maintenance because the packings continue to break. 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: Lobbies on the 2nd and 3rd floors were updated with new flooring and paint.
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
Several Classrooms were painted
Vice President of Academics office was renovated

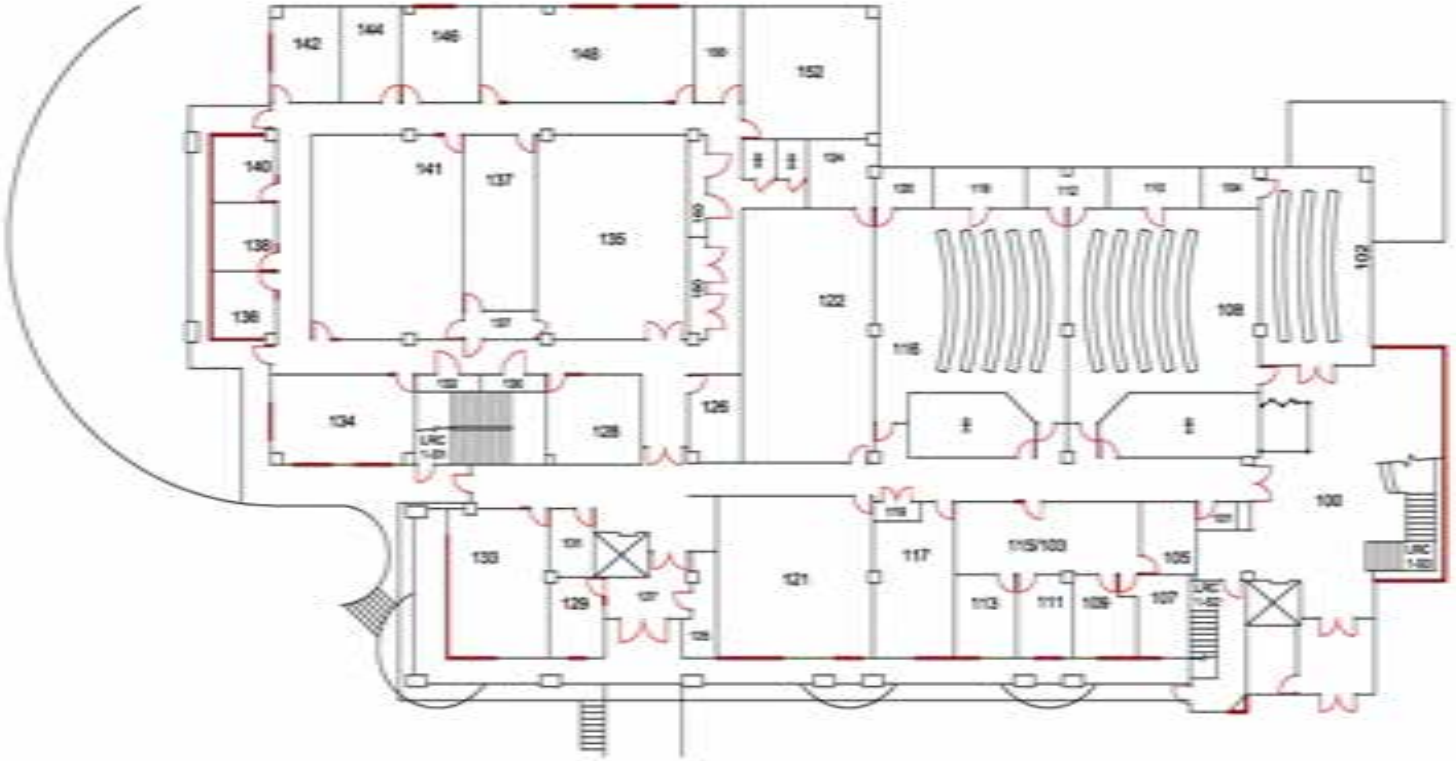
2012 1st Section of the Testing Center was expanded

2013 2nd Section of Testing Center was expanded
Painted Room 141
New section of sidewalk installed from front of campus to LRC
LRC installed piping system for HVAC

LIFE SAFETY & ADA: Compliant

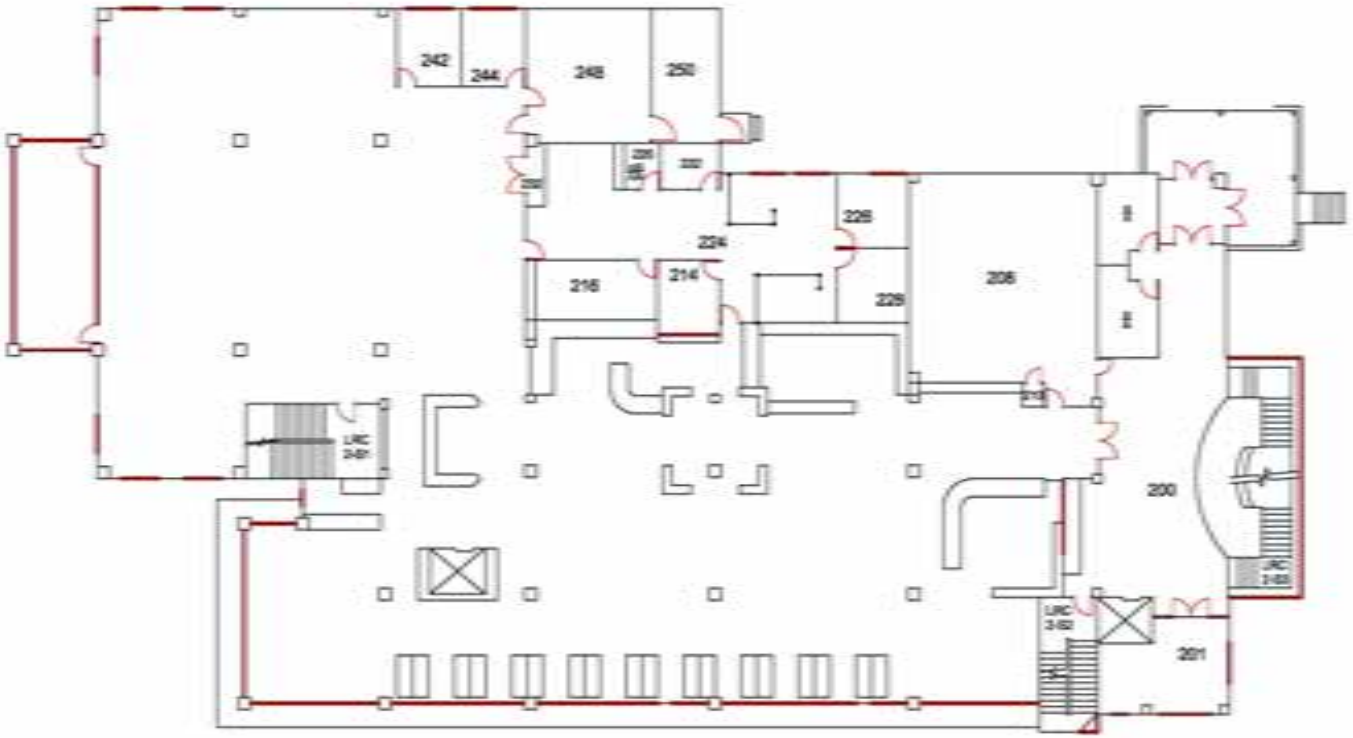
10 YEAR CIP: The College is requesting funds for renovations to address the deficiencies listed above, to reconfigure and remodel some of the areas that have been vacated due to the other CIP projects. Details of the CIP plan are provided in Section 6, Priority # 4.

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		
Comments (cont):			
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:	3,254	Net:	10,973
Lab:		Gross:	17,732
Office:	1,311	Efficiency:	.62
Study:	6,408		
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 the building added an addition

2006 roof replaced

2012 complete renovation of the building.

2013 Room 121 was divided into 3 seminar rooms

TEN YEAR CIP: N/A

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	None		
Renovations	None		
Comments (cont): 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 environmental controls, limiting storage of items that cannot get too hot or 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		
Comments (cont):			
Unique functions: None			

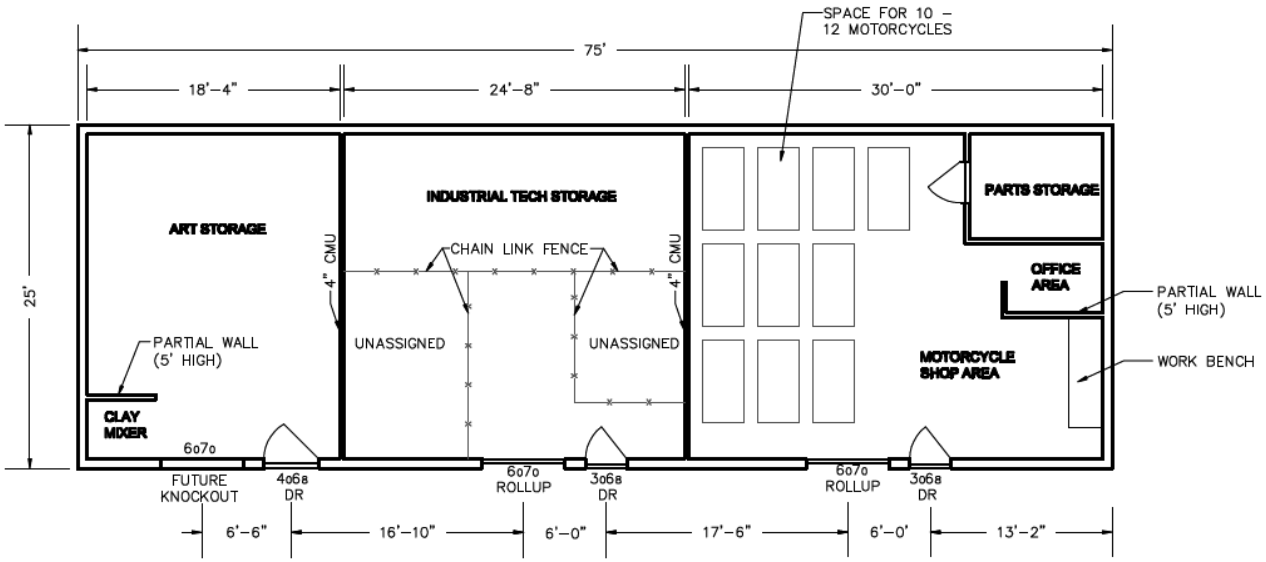
HEGIS: (MSB)		Square Footage:	
Classroom:		Net:	1,445
Lab:	588	Gross:	1,750
Office:		Efficiency:	.83
Study:			
Special Use:		Floors:	1
General Use:		Constructed:	2008
Support:	857		
Other Org:			

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)
UNASSIGNED
UNASSIGNED
PARTIAL WALL (5' HIGH)
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
Roof	Shingle		Electric heat with air conditioning and through-the-wall heating/cooling electric units; new electric baseboard heat in pre-K classroom by offices.
HVAC	Electric		
Renovations	1992 2008 – Windows Replaced		Windows were replaced in 2008
Address	20111 Shea Drive		
Comments (cont): The Washington County Board of Education for Pre-K and Kindergarten classes vacated the building in the Summer, 2011. HCC is currently using it for storage while the Classroom and Learning Center buildings are under construction. It is anticipated that the campus bookstore will be relocated to Robinwood while the Student Center undergoes expansion.			
Unique functions: None			

HEGIS: (RCC)			
Classroom:		Square Footage:	
Lab:			
Office:		Net:	6,276
Study:		Gross:	8,435
Special Use:		Efficiency:	.74
General Use:			
Support:	6,276	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. It is anticipated that the campus bookstore will be temporarily located in the building while the Student Center is under construction.

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

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

10 YEAR CIP: The College plans to develop a Teacher Education Center and move the Children's Learning Center and the Early Childhood Education Courses to Robinwood Center. Details of the CIP plans are provided in Section 6, Priority #8.

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS 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		
Comments (cont):			
Unique functions: Science Labs, Computer Labs, Alternate Energy Lab, Digital Instrumentation Lab and Classrooms			

HEGIS: (SCI)		Square Footage:	
Classroom:	8,077	Net:	36,064
Lab:	21,997	Gross:	62,840
Office:	4,538	Efficiency:	.57
Study:			
Special Use:		Floors:	5
General Use:	1,452	Constructed:	2012
Support:			
Other Org:			

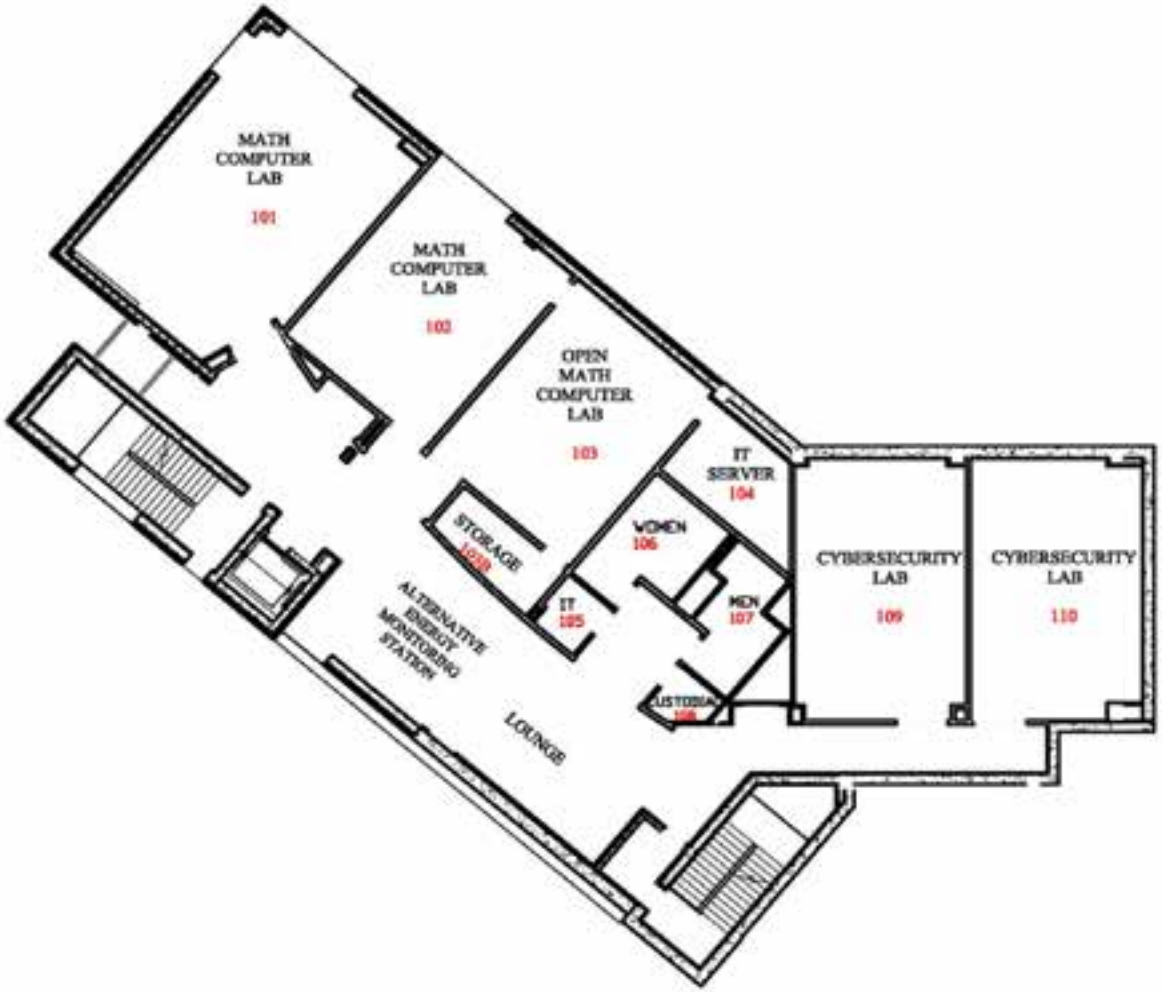
FUNCTIONS: This building contains 9 Science Labs: Engineering, Physics, Biology, Microbiology, Biotechnology, 2-Anatomy and Physiology, Organic Chemistry, and General Chemistry Labs. STEM also houses other labs that include Cybersecurity, Alternate Energy and Digital Instrumentation Lab along with 3 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 and wind turbines are scheduled to be installed within the next few months.

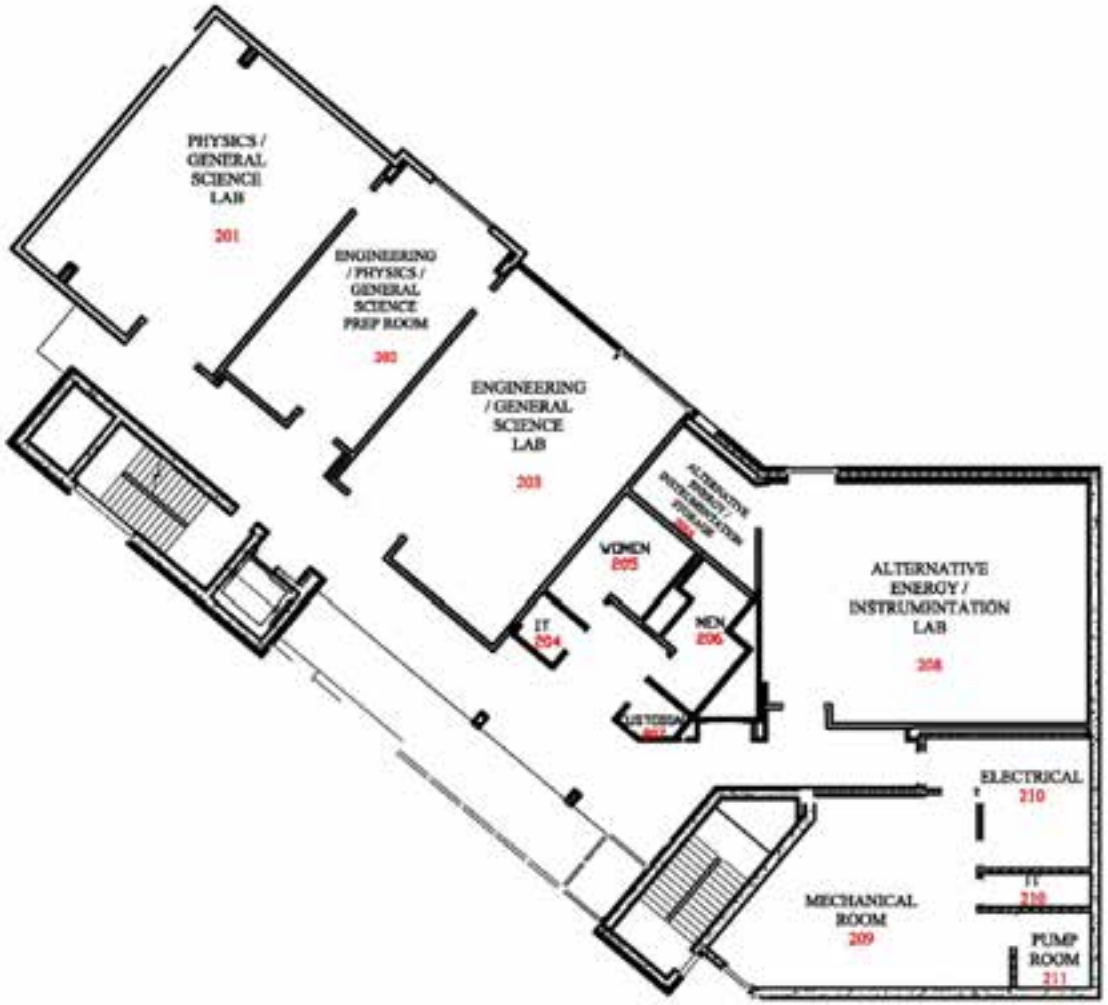
DEFICIENCIES: None

ADA: Compliant

IMPROVEMENTS: None



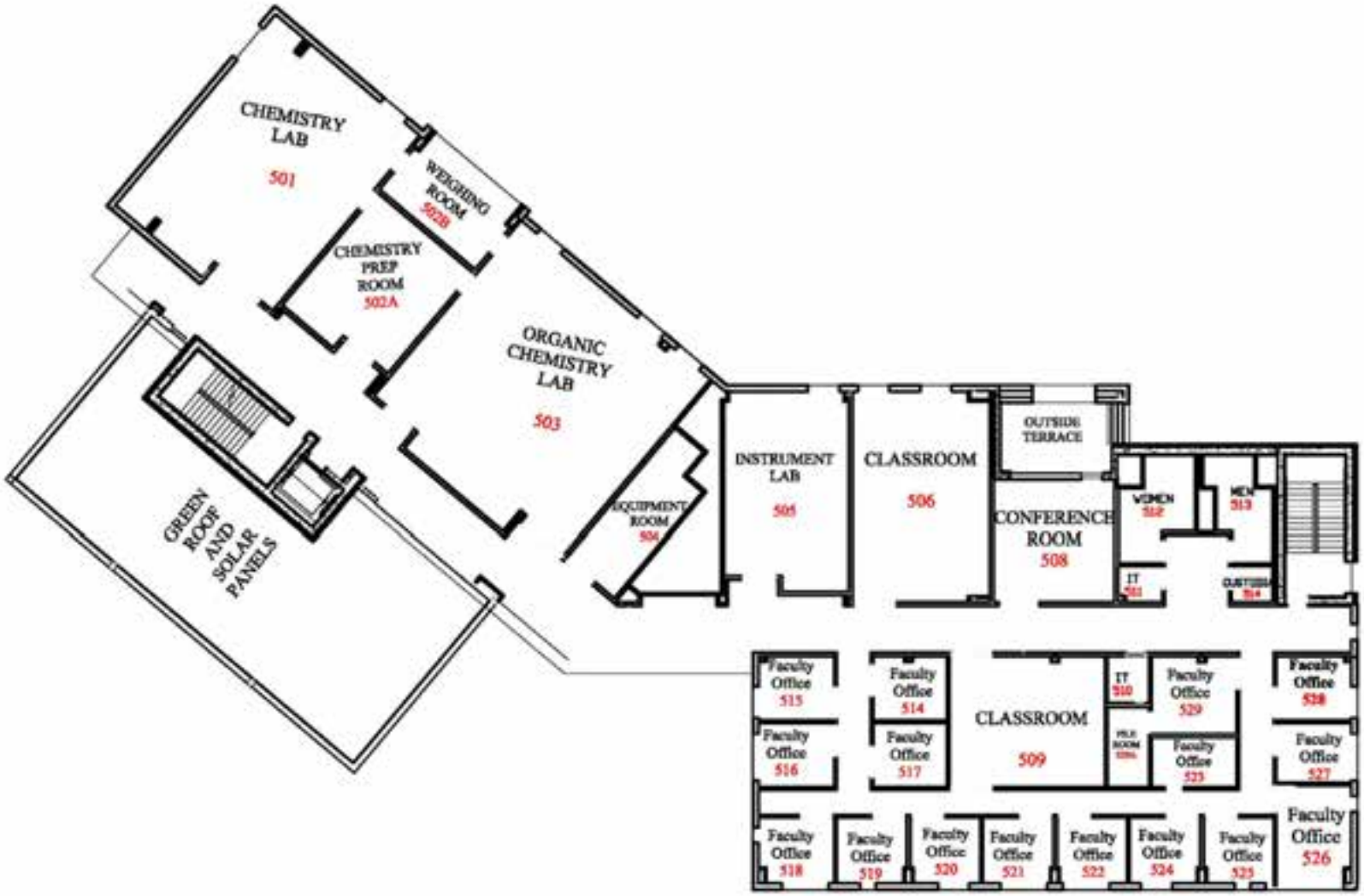
STEM 1ST FLOOR



STEM 2ND FLOOR

STEM 3RD FLOOR

STEM 4TH FLOOR



STEM 5TH FLOOR

STUDENT CENTER

Year Built	1966		Comments
GSF	13,094		Houses Campus Bookstore, Hilltop Eatery, and Student Government Association. Renovated 2002
Roof	2002 – Metal		
HVAC	Central Plant		
Renovations	2002		
Address	20101 Student Circle		
Comments (cont): Roof was replaced during renovations by Kline Roofing. 20-year John Mansville warranty Metal roofing on upper section over dining area 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.			
Unique functions: Only Student non-academic space on campus			

HEGIS: (SC)		Square Footage:	
Classroom:		Net:	10,199
Lab:		Gross:	13,094
Office:	2,345	Efficiency:	.78
Study:	30		
Special Use:		Floors:	1
General Use:	7,824	Constructed:	1966
Support:		Renovated:	2002
Other Org:			

FUNCTIONS: This building was renovated in 2002. The library was moved out and the book store relocated here. The building also houses the Hilltop Grill and the Student Government Office.

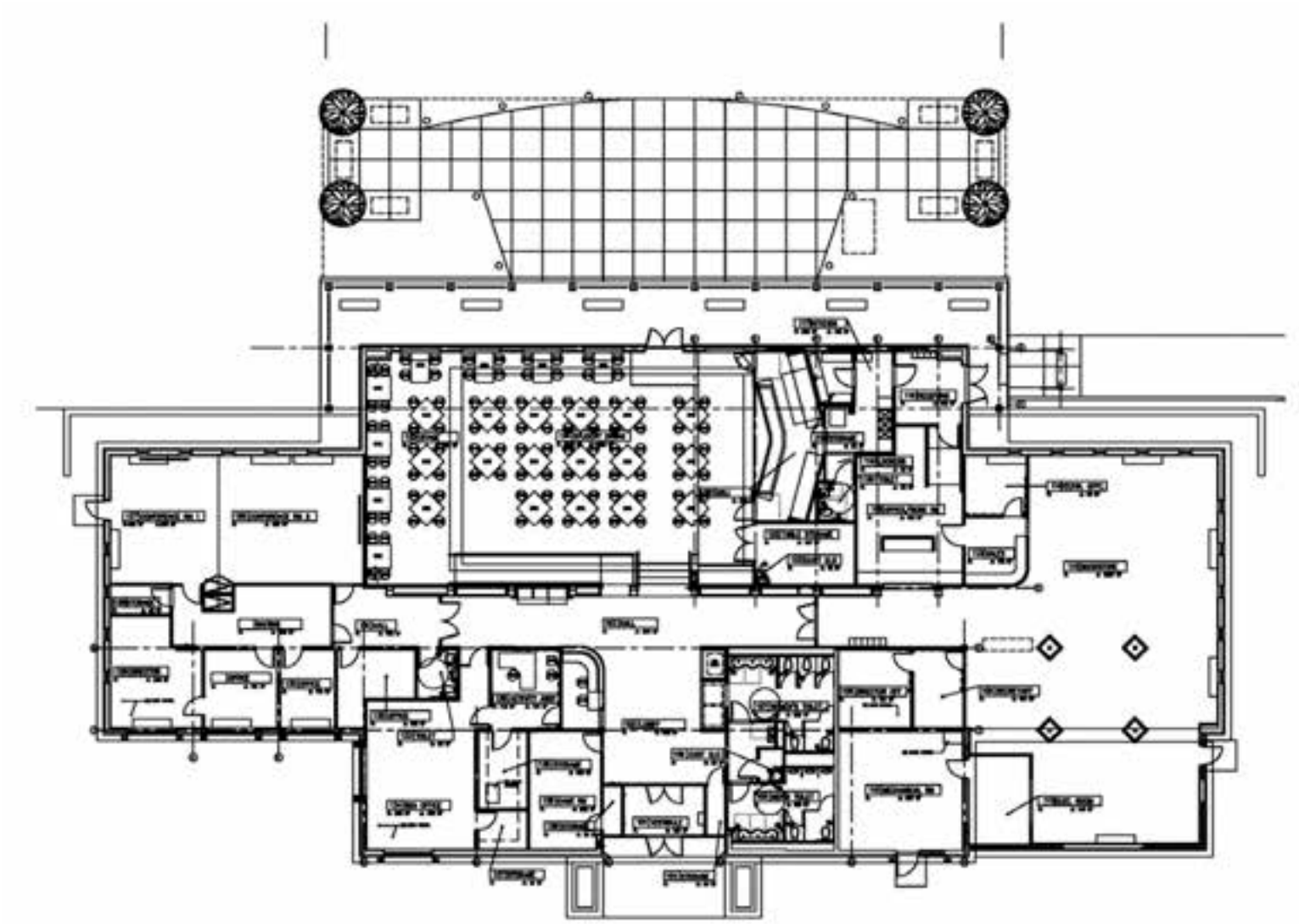
DEFICIENCIES: The SC is in good condition. However, the bookstore ceiling was done as an open drop ceiling and some areas it are very difficult to access the HVAC boxes. The rear patio was upgraded for ADA requirements, but could benefit from additional cosmetic improvements. As student growth continues the Hilltop Grill is inadequate to handle the large groups of students. Currently there is no hatch to the roof and the only access is over the side of the building by ladder. The Bookstore function has changed with online book orders and there is no workroom space for the staff to receive shipments and separate the orders.

IMPROVEMENTS: In 2009 a loading dock for the bookstore was built. Exhaust fans were replaced. Game room was renovated. In 2010 Office space was created for the Dean of Student Affairs and the TRIO Student Support area.

ADA: The building is ADA compliant.

TEN-YEAR CIP: An addition is being planned for the Student Center to accommodate the deficiencies and also address the shortage of space for students. Details of the CIP plan are provided in Section 6, Priority #1.

Building – Student Center



TECHNICAL INNOVATION CENTER

Year Built	1993		Comments
GSF	34,089		Roof Installed by Tri-state 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	Original - Membrane		
HVAC	Central Plant		
Renovations	None		
Address	20140 Scholar Drive		
Comments (cont): A 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 is the Business Incubator.			

HEGIS: (TIC)		Square Footage:	
Classroom:		Net:	22,261
Lab:		Gross:	34,089
Office:	2,709	Efficiency:	.65
Study:			
Special Use:		Floors:	3
General Use:		Constructed:	1993
Support:			2008 (Labs)
Other Org:	19,552		

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 is not large enough to support all of the buildings on the loop the College is going to reconnect the chiller and cooling tower located within the building.

ADA: The building is ADA compliant.

IMPROVEMENTS: Because of the business/tenant lease usage of this building it undergoes frequent renovations of the tenant space. 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.

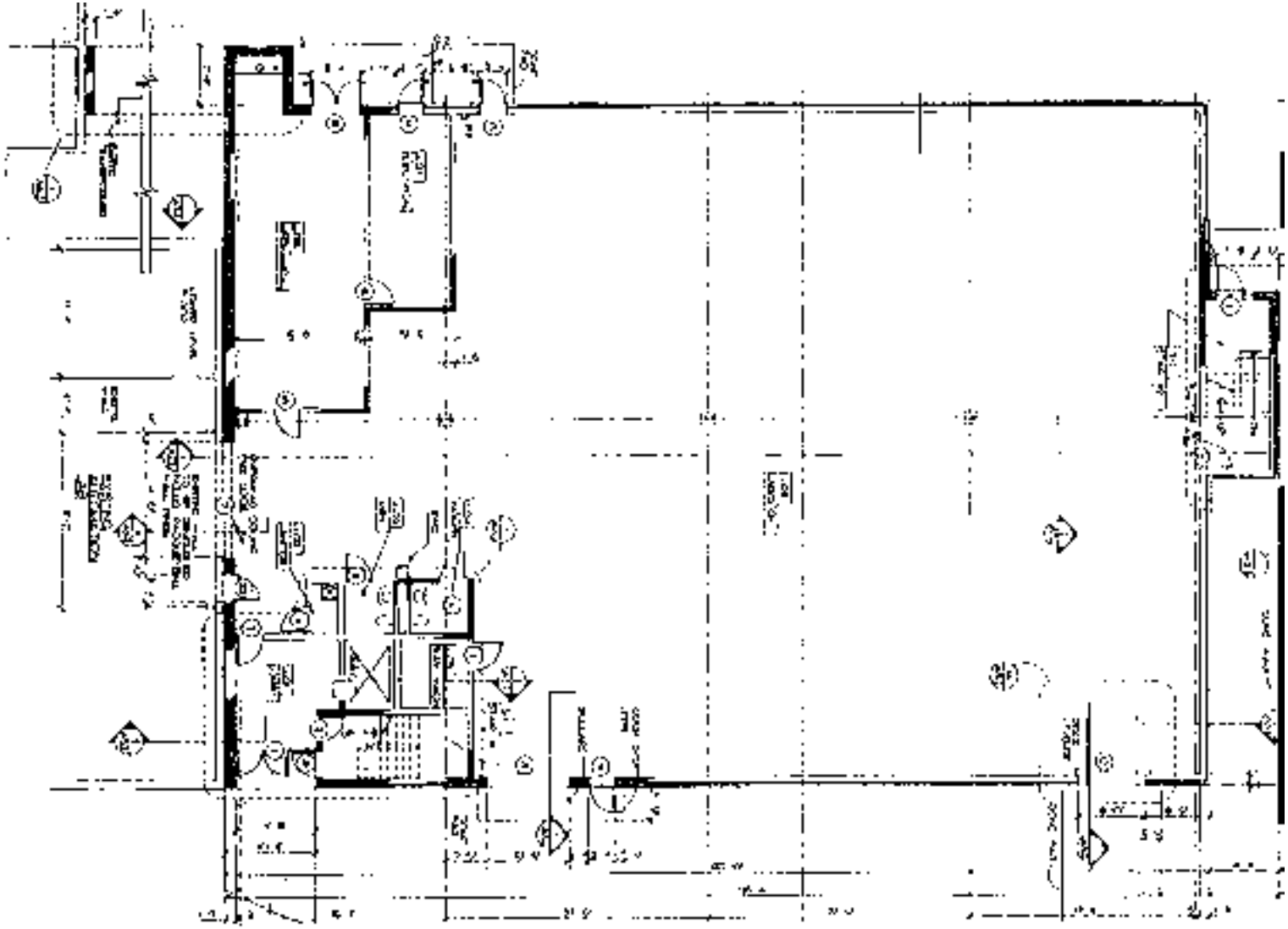
The elevator was reconditioned in 2008.

New energy efficient VFD's were installed on the rooftop units allowing HCC to connect the system toe Energy Management System.

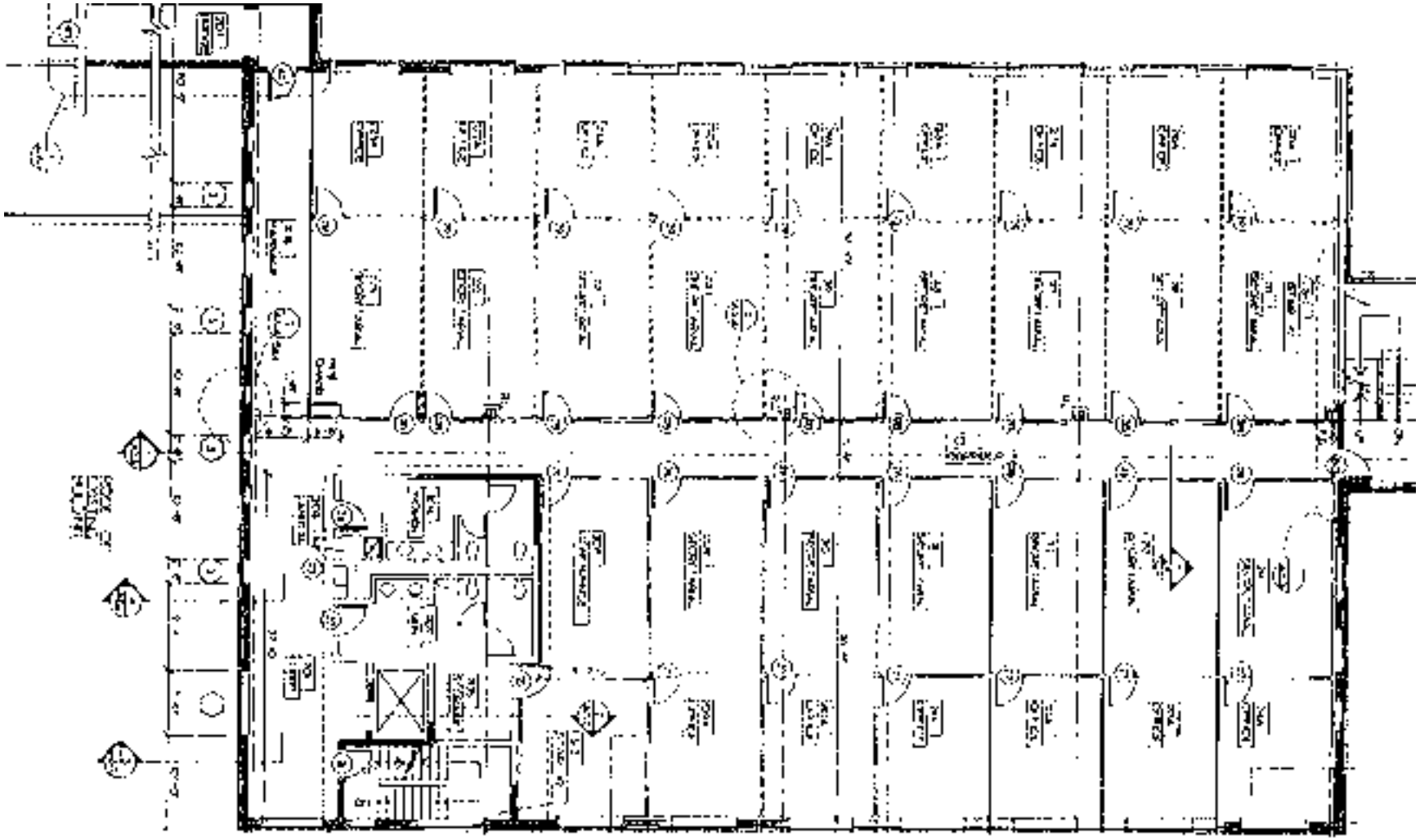
Installed the a new cooling tower and reconnected the two small chillers in 2013.

TEN YEAR CIP: N/A

Building – Technical Innovation Center (TIC)

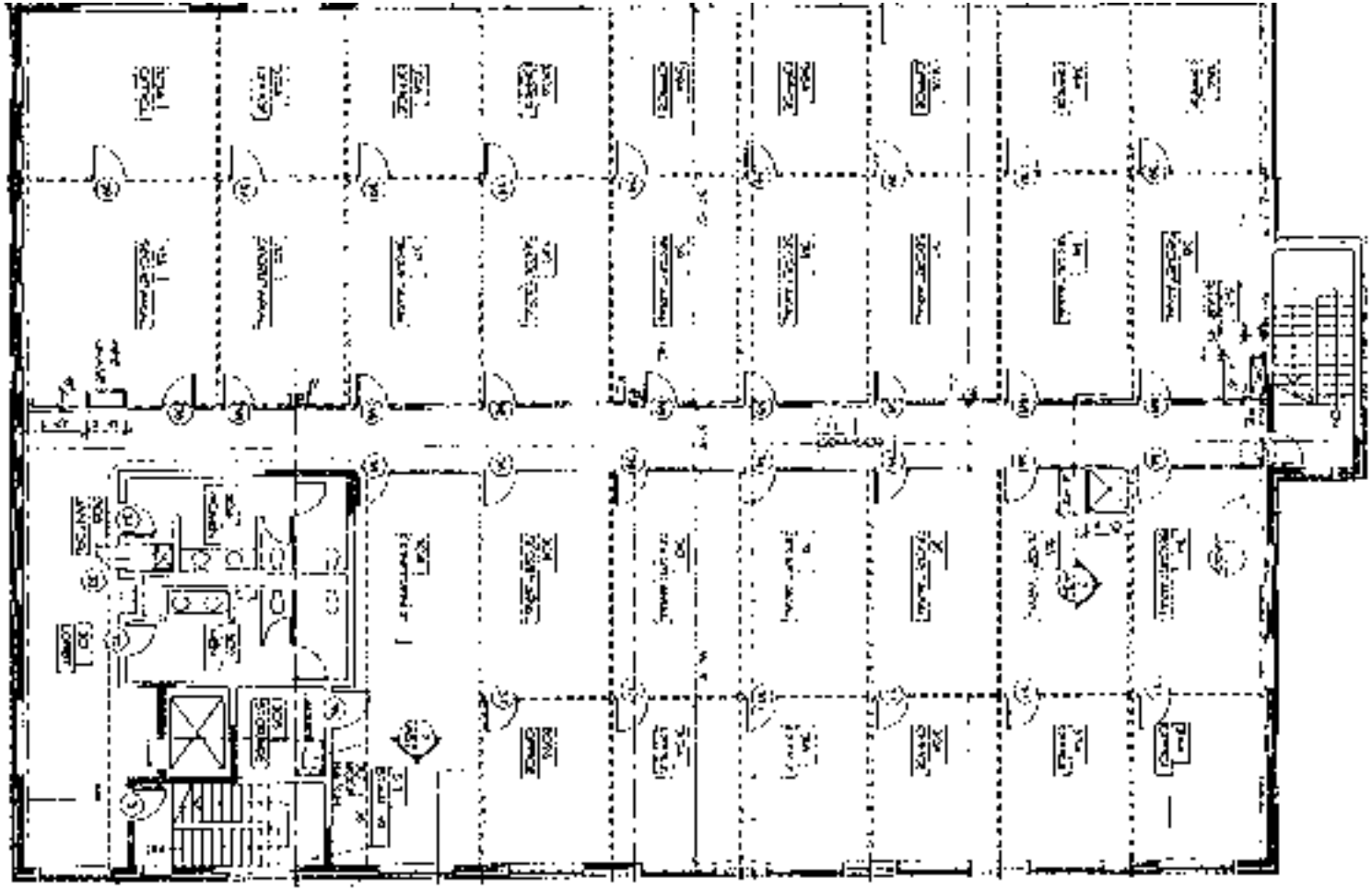


Lower Level



Second Floor

Building – Technical Innovation Center (TIC)



Third Floor

VEHICLE MAINTENANCE GARAGE

Year Built	1978		Comments
GSF	852		One original Modeen propane heater. New Modeen propane heater installed 2006 Electric heater installed 2010 Installed new lighting 2013
Roof	Original - metal		
HVAC	Propane		
Renovations	None		
Comments (cont):			
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:		Constructed:	
Support:	852	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. A/C or better airflow is needed especially during summer months. The pumps located adjacent need to be updated with better meters and 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.

TEN YEAR CIP: A new campus operations building is planned for the ten year planning cycle. This will encompass a new repair garage. Details of the CIP plan are provided in Section 6, Priority #9.

Campus Outdoor Athletic Facilities

Outdoor athletic facilities include six tennis courts, one baseball field, a softball field, an eight lane all-weather track and infield (for soccer), and a cross country/running/jogging course. The tennis courts were refurbished 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. Baseball received upgrades to its fencing in FY08 and a new score board in Fall 2009. The softball field received new fencing and a scoreboard in 2008, and the outdoor track was resurfaced in the Spring 2009. A new electronic scoreboard was installed in 2013 at the track infield, which is used for soccer. Repairs of the bleachers at the track and the baseball field are scheduled in FY15.

TENNIS COURTS

TRACK AND SOCCER FIELD

SOFTBALL FIELD

BASEBALL FIELD

IV. PLAN TO MEET IDENTIFIED NEEDS

Planning Strategy

Educational Facility Development

One of the major goals of the College is to establish a program, through the Facilities Master Plan, that satisfies the educational 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.

Technology

With the expanded use of technology in the classroom the role of technology at HCC is changing rapidly. The Information Technology Strategic Plan (ITSP) is an important planning tool that outlines current IT systems and structure and identifies the ways in which the College will use technology to accomplish its mission. Additionally, the ITSP is based on the premise that cost effective use of information technology can be best achieved when all units of HCC share a single vision of how the campus should use, teach, and learn with technology. With that as a foundation, the ITSP serves as the basis for information technology decision-making at HCC. Working with the appropriate groups and management structures, capital and operating budget requests are reviewed for consistency with this plan as part of the planning, budgeting and evaluation process. The Technology Planning Council is responsible for establishing the broad directions for technology staff development and infrastructure investments as may apply to campus facilities and technology consortium arrangements of an external nature.

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. Today's library facilities must provide 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.

Social and Academic Interaction

Another goal of Hagerstown Community College is to 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 through sporting events, theater performances, a small area of the Student Center, eateries, the fitness center, and impromptu gatherings. Hagerstown Community College has increased its commitment to providing informal settings to encourage student participation in on-campus activities. Some of these efforts include a new gazebo outside of the Administration Student Affairs Building, an expansive outdoor plaza at the Career Programs Building, atriums and informal seating inside the new 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.

Existing Facility Status

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. Buildings not on the loop are added as renovations take place, HCC has done upgrades to the Central Plant to keep up with campus demand. The mechanical engineers on the recent construction projects of the Arts and Science Complex and the Performing and Visual Arts Education Center (PVAEC) at Kepler Theater performed a study and informed the College there would not be a enough heating and cooling capacity to sustain the campus. As part of the PVAEC project, two small chillers were removed and a new 650 ton McQuay chiller was installed in the Central Plant. On the heating side, there has been humidity issues throughout campus, HCC addressed this problem by removed 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. However, with the current upgrades it has been found that we still in need of additional cooling capacity, it has been over three years since we had all our buildings on the loop (renovations or

new construction). Over the summer it was found that we maxed out the cooling capacity and we still had two buildings under renovation that were not on the loop.

The College made improvements to address cooling issues until the Central Plant is upgraded and expanded. 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 will allow for the cooling to adjust the on-demand system instead of running all of the time. Funding is tentatively approved for an expansion of the Central Plant. See the CIP priority # 3, Section 6, for details.

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 are being installed across campus to monitor for any excess electrical use power. This also allows HCC to demonstrate its desire to be more energy efficient with our buildings. With water consumption becoming a concern across campus, HCC hired specialists to identify all of the water leaks that were on the cold and hot water loops. These leaks were repaired and water consumption has been reduced by 42%.

Access and Interior Roads

In 2007 Scholar Drive was extended from Academic Boulevard to run behind the Robinwood Childcare Center and the Career Programs Building to the rear of the campus. This created a loop road around the campus, enhancing 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. With completion of the loop road, the road which passed immediately in front of the Career Programs Building was removed and replaced with landscaping and pedestrian walkways for increased public safety (See Campus Map – Map 2).

Robinwood Drive has seen tremendous construction and growth in the past decade. The Meritus Medical Campus has contributed to that growth. With the completion of the new Meritus Hospital in this same area, the load on the existing roads and demand for more and improved roadways has increased. Recognizing this requirement, Washington County has been widening Robinwood Drive as part of its long range planning. This will improve the flow of traffic along Robinwood Drive and increase capacity to meet the demands of growth along the Robinwood corridor. The County will be adding a roundabout in the front of campus to maintain traffic flow on Robinwood Drive.

Hagerstown Community College and Washington County is also proposing a second entrance onto the campus. With increased traffic on Robinwood Drive, moving traffic on and off of campus has become more difficult during peak hours. Traffic is particularly problematic for the College, which has hourly peaks as classes begin and end, as opposed to traditional businesses that have tend to have an early morning and early evening rush.

Washington County on the west side of campus that will create a new road named Yale Drive that extends from Medical Drive (across from Meritus Medical Center) enters our campus at Hawk Drive. HCC as part of their road improvements will need to widen Hawk Drive to accommodate the traffic flow.

The continued growth along the Eastern Boulevard corridor of Hagerstown has created a demand for improvement of the roads in that area. 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 Map on the following page for street locations.

Hagerstown Community College

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 numbers 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. Currently we cannot address this because of construction in the front of campus. Currently a bicyclist is not able to make it through construction zones on Robinwood Drive because there are no shoulders and concrete barriers. Bicycle usage will be addressed when construction at the front of campus is completed. Additionally, there will be opportunities as the second entrance from Yale Drive is planned.

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. Aside from daily parking requirements, the lots are used for special events in the Theater and ARCC. With higher enrollments, K and L lots reached maximum capacity and deficit was noted on campus. The College constructed two new lots N and O, in the summer of 2010, giving the College an additional 456 spaces to lower the deficit and the loss parking due to the construction of STEM and Kepler Theater. The O lot gave the College the much needed handicap parking they needed for the

Amphitheater. Both N and O were strategically placed on campus so that when the new second entrance is constructed, individuals would have easy access to these lots.

Lots A, B, C, and D was 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. (Refer to Table 9)

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 and wind turbines. Geothermal wells were built as part of the STEM project. Instructional components of wind power and solar panels will be added. Also, the College will build in 2014-2015 an energy house to be used 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 11-A presents the overall College's facility needs relative to its current space needs (2012) and projected inventory (2022) for HCC and the State's allowances for each type of space. Table 11-B summarizes the enrollment statistics used for the inventory. The campus is currently deficient by (44,664) NASF. By 2022, the inventory is expected to decrease the deficit based upon current facilities planning.

Table 7
Computation of Space Needs for Hagerstown Community College,
Actual 2012 and Projected 2022
July 2013

HEGIS CODE	HEGIS CATEGORY	Need 2012	Inventory 2012	Surplus/ (Deficit)	Need 2022	Inventory 2022	Surplus/ (Deficit)
100 (110-115)	**CLASSROOM**	**27,966**	**31,627**	**3,661**	**39,234**	**51,682**	**12,448**
200	**LABORATORY**	**54,471**	**64,885**	**10,414**	**76,418**	**69,668**	**(6,750)**
210-15	Class Laboratory	47,831	59,447	11,616	67,102	63,680	(3,422)
220-25	Open Laboratory	6,640	5,438	(1,202)	9,316	5,988	(3,328)
250-55	*No Allowance*						
300	**OFFICE**	**57,109**	**47,710**	**(9,399)**	**71,205**	**63,776**	**(7,429)**
310-15	Office/ Conf. Room	55,568	47,710	(7,858)	69,346	63,776	(5,570)
320-25	Testing/Tutoring	1,541	0	(1,541)	1,859	0	(1,859)
350-55	*Included w/ 310*						
400	**STUDY**	**14,991**	**16,279**	**1,288**	**20,883**	**22,657**	**1,774**
410-15	Study	9,881	7,775	(2,106)	13,863	14,153	290
420-30	Stack/Study	3,650	6,669	3,019	5,014	6,669	1,655
440-55	Processing/Service	1,460	1,835	375	2,006	1,835	(171)
500	**SPECIAL USE**	**37,475**	**46,303**	**8,828**	**44,354**	**48,903**	**4,549**
520-23	Athletic	34,810	46,005	11,195	41,180	48,605	7,425

530-35	Media Production	1,665	298	(1,367)	2,174	298	(1,876)
580-85	Greenhouse	1,000	0	(1,000)	1,000	0	(1,000)
600	**GENERAL USE**	**33,950**	**33,879**	**(71)**	**40,612**	**40,410**	**(202)**
610-15	Assembly	12,162	10,593	(1,569)	13,436	10,593	(2,843)
620-25	Exhibition	1,541	1,366	(175)	1,859	1,366	(493)
630-35	Food Facility	9,741	10,466	725	13,413	16,042	2,629
640-45	*No Allowance*						
650-55	Lounge	2,865	2,273	(592)	3,945	3,212	(733)
660-65	Merchandising	1,641	2,769	1,128	1,959	2,785	826
670-75	*No Allowance*						
680-85	Meeting Room	6,000	6,412	412	6,000	6,412	412
700	**SUPPORT**	**16,005**	**30,205**	**14,200**	**18,734**	**31,137**	**12,403**
710-15	Data Processing	2,500	2,183	(317)	2,500	2,283	(217)
720-25	Shop/ Storage	9,319	19,809	10,490	11,994	20,641	8,647
730-35	*Included w/ 720*						
740-45	*Included w/ 720*						
750-55	Central Service	4,000	8,213	4,213	4,000	8,213	4,213
760-65	Hazmat Storage	186	0	(186)	240	0	(240)
800	**HEALTH CARE**	**516**	**0**	**(516)**	**644**	**0**	**(644)**
900	***No Allowance***						
050-090	***No Allowance***						
	Total NASF:	**242,483**	**270,888**	**28,405**	**312,084**	**328,233**	**16,149**

Table 8
Enrollment Statistics for Computation of Space Needs
Actual 2012 and Projected 2022
July 1, 2013

Enrollment Statistics	Fall 2012	Fall 2022
FTDE-Credit	1,581	2,218
FTDE-Noncredit	0	0
FTDE-Total	1,581	2,218
WSCH-Lecture: Credit	18,644	26,156
WSCH-Lecture: Noncredit	0	0
WSCH-Lecture: Total	18,644	26,156
WSCH-Lab: Credit	6,833	9,586
WSCH-Lab: Noncredit	0	0
WSCH-Lab: Total	6,833	9,586
FTE Students	2,650	4,014
Bound Volume Equivalents	36,500	50,140
FT Faculty	80	101
FT Librarian	2	2
PT Faculty	167	240
FTE Faculty	124	163
FT Staff	204	248
Planning Head Count	955	1,315
Student Headcount	5,005	6,100

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 Student Center Expansion (FY13-FY14)
Priority # 2 ARCC Roof Replacement (FY14)
Priority # 3 Central Plant Upgrade (FY15-FY16)
Priority # 4 Learning Resources Center (FY16)
Priority # 5 Consolidated Public Safety Training Center, Phase I: Design (FY17)
Priority # 6 Consolidated Public Safety Training Center, Phase I: Construction (FY18)
Priority # 7 Consolidated Public Safety Training Center, Phase II: Construction (FY19)
Priority # 8 Teacher Education Center (FY20-FY21)
Priority # 9 Campus Operations Building (FY21-FY22)
Priority #10 Advanced Technology Center (FY22-FY23)

Priority # 1 **Student Center Expansion**

FY 2013 – FY 2014

Projected Cost **$12,182,307**

Project Description: The Student Center serves as the only designated gathering place for students on campus. This project will expand the size of the current 13,094 GSF facility to approximately 42,323 GSF. The expansion and reprogramming of new spaces will greatly improve the functionality of the building to foster overall student and academic success by maximizing the delivery of effective student services.

The expansion will facilitate student interaction, along with expanded dining and lounge space where students can meet. The proposed occupants of the Student Center expansion include Student Activities, Student Government Association, Food Services, and Campus Store. Expanded areas will provide a place for student to gather informally with their peers and groups to study, use computers, or relax between classes. Additionally, the creation of an open lab for job training/life skills will complement the College's academic advising model and retention initiatives.

The Campus Store will relocate to the new addition for greater accessibility and visibility, stocked with products that students and faculty request, thereby providing a better, more convenient experience for students. Presently, the bookstore cannot accommodate all student and faculty requests/needs because of very limited storage and no work space. The project will add much needed receiving and work/storage space. When the Campus Store opens in 2015, product offerings will expand to meet student and faculty requests for e-books, laptop computers, e-readers, and computer software, along with textbooks.

Currently, the Hilltop Grill dining area is overcrowded for the hours spanning lunch, which frustrates students and employees, who usually leave to eat off-campus. They tend not to go across campus to the Valley Eatery, which also is crowded during that time as well. With enrollment growth in the Middle College it anticipated growth that can far exceed our capacity; these spaces need to be upgraded and expanded to meet the demand. This especially was true in 2012 when the STEM Building and the Performing and Visual Arts Education Center open, and then in 2013 the Learning Resource Center and the Behavioral Sciences and Humanities Building opened, thereby shifting most of the student body to the part of campus where the Student Center is located. Currently we do not let Middle College Students leave campus for food so it is important that we have a large enough food service area to accommodate this group. The Hilltop Grill is expected to become the convenient food service area of choice for students at this point.

Impact: Students who are involved academically and socially spend a great deal of time on campus and experience a sense of belonging and community. They participate actively in student organizations and activities and are generally very satisfied with the

Student Center Expansion continued

College. As a whole, they have high retention and program completion rates. Students are more likely to graduate in settings that provide academic, social, and personal support. HCC lacks such spaces.

This project will give clubs and organizations a place to hold their meetings and to provide activities HCC does not offer currently because of space limitations. With additional space, students will be able to gather and interact with one another without leaving campus, thereby enhancing revenue at the expanded Hill Top Grill and Campus Store. With the national and state initiatives related to retention and graduation, studies have shown that traditional-aged students are more likely to be retained and complete their programs when they have an environment conducive to social interaction and activities similar to four-year institutions. The number of students who participated in college sponsored clubs, organizations and the SGA grew from 264 in FY 08 to 720 in FY 10. The numbers who participate in college sponsored activities and programs also grew approximately 35% to 5,500 during that same period.

A renovated Campus Store will support increased enrollments with an expanded and more varied product line, enabling HCC to better satisfy students' needs and preferences. Currently the Hilltop Grill eating area is overcrowded for the hours spanning lunch three or four days a week, which frustrates students and they leave. A larger, more comfortable eatery will encourage greater use of the building by students and staff. With the anticipated enrollment growth over the next several years, these spaces need to be upgraded and expanded to continue to provide basic services in a quality way.

Impact if not funded: Without this project, the facility will continue to minimally serve students as enrollments increase and are crowded into limited spaces. In addition, student retention and program completion may be negatively impacted without the opportunity for students to engage in student life effectively and to relate regularly to academic advisors and other student support staff. This facility must be expanded to better serve students, support their needs for social interactions with peers, and conveniently provide access to student services, all of which are components of retention and success.

Impact on Enrollment: Student enrollment increased 76 percent since FY02 when the building was designated for student use. At HCC, approximately half of the students enrolled in credit courses are 18 - 20, an age group particularly interested in student activities.

Operating Cost Impact: $89,148
Staff Expense: Salaries and benefits for two personnel = $50,557

Other Operating Costs:

Materials and Supplies: $5,000

Utilities and Maintenance: The estimated cost of utilities (electric and HVAC) is $31,832, with no significant increase to the cost of maintenance because of upgrades made through this project.

Custodial- It is anticipated that there may be an increase of $1,759 in custodial supplies.

Priority # 2 **ARCC Roof Replacement**

FY 2014

Projected Cost **$1,054,384**

Project Description: The ARCC is the largest indoor gathering spot in Washington County, with no other facility approaching its seating capacity of 5,230. The ARCC's roof is original to the facility, which was built in 1988. Gutter and flashing repairs were made in FY 07 and snowbirds were installed that same year, while spouting was reconfigured because of a design flaw. The spouting, which was inside of the building, was placed outside in 2008. While there have been patches, there continues to be significant numbers of roof leaks, which, over time, has created maintenance problems, such as damaged ceilings, floor coverings, etc., all of which were costly and unexpected repairs. Insulation is poor and this project will upgrade the R value.

Impact: Without this project, HCC will continue to make costly repairs to a roof, which has outlived its expected life span of 20 years. The roof leaks cause damage to the hardwood floors and the indoor track, which was replaced in 2010 because of the water damage. Ultimately, this project could help the ARCC generate additional revenue through increased rentals. Currently, the College loses rental revenue because of the heat build-up from spring through early fall since there is no insulation. The new roofing system will be far more energy efficient, hopefully, alleviating some of the heat build-up.

Impact on Enrollment: N/A

Operating Cost Impact: See "Other Operating Costs."
Staff Expense: N/A
Other Operating Costs:
Utilities, Maintenance and Custodial: Greater efficiencies will be realized with an energy efficient roofing system. With the planned insulation upgrade and the addition of an overlay system, an energy evaluation provided by a roofing consultant estimates that energy costs saving could reach 50 percent and savings of $ 8,000 and improved comfort levels for individuals.

Priority # 3 **Central Plant Upgrade**

FY 15 – FY 16

Projected Cost **$2,872,019**

Project Description: This project will upgrade and expand the current Central Plant (CNP), originally built in 1966. This is necessary to provide sufficient heating and cooling capacity to support existing and planned facilities, such as the Student Center expansion and Public Safety Training Center. With the design and funding of the STEM building, which was the first building of the Arts and Sciences Complex (ASC), the mechanical engineering firm of James Posey Associates (JPA) analyzed in 2009 the capacity of the CNP, focusing upon the ability of the chillers to support the additional cooling loads of the new and renovated buildings. Findings of the analysis indicated that, with the additions of the ASC, the capacity of the existing Central Plant might be barely adequate to serve the cooling load of the campus. However, this analysis was done without a full year's information of the efficiencies gained from the renovated Career Programs Building (CPB), nor did it include the final design calculations for the Performing and Visual Arts Education Center (PVAEC) and renovated Kepler Theater. With the addition of a full year's data for the additional square footage of the CPB and analysis of the PVAEC, JPA determined the cooling capacity of the CNP was deficient to serve the campus. Rather than install a chiller and cooling tower in the PVAEC, the decision was made to upgrade the Central Plant in order to maintain a central location for chilled water production.

When the impact of the STEM and the PVAEC were added to cooling capacity requirements using a diversity load factor, it was determined that the Central Plant was approximately 590 tons too small. Additionally, the requirement of 100 tons is anticipated for the future Student Center renovation/expansion in 2014-15. These three projects will raise the additional new requirement for the Central Plant to 690 tons.

Impact / Impact if not funded: The first cooling season for the newly expanded campus (STEM, PVAEC, Kepler Theater and CPB) occurred during the spring and summer of 2012. Several system shortcomings related to adequate cooling and humidity control were apparent. Continuous review of cooling capacity data by JPA for a fully connected campus in FY 2012-13 resulted in the recommendation for an expanded CNP to adequately provide cooling and humidity control for current and future needs.

Impact on Enrollment: N/A, though student and employee criticism / dissatisfaction with high building humidity and fluctuating temperatures is expected to decline.

Central Plant Upgrade continued

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

Priority # 4 **Learning Resources Center**

FY 2016

Projected Cost **$2,942,600**

Project Description:

The Learning Resources Center (LRC) project consists of several minor renovations in different areas of the building. This project is not a full building renovation since other areas have already been expanded and/or refurbished through the years. For example, the Testing Center expanded from GSF to GSF to better accommodate the expanded mission and more students. The planned renovations noted below will make the building more functional and efficient for the College. Over the past few years some departments that had been located in the LRC were moved into the newly renovated buildings, while providing opportunities for repurposing current spaces.

The Student Center (SC) project (Priority 1) includes a connecting bridge to the second floor of the LRC for improved pedestrian flow; thereby necessitating renovation to that section. The bridge, funded by the College, will go through a section of the Library where the majority of the stacks are located.

Other areas that will be impacted in this renovation include:

Library of the Future

The current Library is traditional in nature and currently takes up most of the second floor of the LRC. With the newly renovated Learning Support Center, students are no longer utilizing the Library for computer use or as a study area. In addition, electronic databases, which are accessed from anywhere, now play a key role in the operation of the Library and students are not utilizing physical resources on campus. Once the Student Center and the connecting bridge are finished, the stack area will be repurposed and a new electronic Library will be put into place; thus reducing the need for size and storage. The project will allow HCC to purposefully address that shift by downsizing the current library.

Learning Resources Center continued

Middle College Area

In Fall 2013, HCC started a STEMM Middle College program for high school juniors and seniors who want to earn college level certificates and/or associate's degrees while concurrently completing their high school diploma. This program is expected to grow to 200 students within the next five years. These under-aged students are required to stay on campus all day and must follow many of the same rules as public high schools, including reporting to homeroom for attendance. This space is expected to be located on the LRC side of the new connecting bridge. The classrooms and offices being planned will be located in area of the current Library stacks. The location will allow the students to move between the spaces easily with easy access to their administrative staff. The (STMC) began in Fall 2013 and offers qualified high school students opportunities to earn college credits while completing their high school graduation requirements.

Backup Data Room

Currently the campus has one server room located in the Career Programs Building (CPB) which houses all of the servers, switches and all systems on campus. The servers are backed up every night and discs are taken to an offsite location for storage once a week. If there would be disaster in the CPB that causes the data center to be destroyed, there is no backup plan and campus operations would be jeopardized or compromised. There is great need for redundancy via a backup data room on campus. This component of the project consists of creating a backup data room to provide an extra layer of security for all of the College's information.

Expanded Campus Police and Public Safety Department Offices

The Campus Police and Public Safety Offices that were to be relocated to the Student Center will remain in the LRC. The project calls for more office space to be designated to this department so that the Police Chief can have his own office, as well as his staff have a separate area. The LRC's proximity to the Student Center makes this a viable option because if there is an emergency, they can respond quickly. Additionally, they will still be able to park their vehicles in front of the campus for easy and quick access around campus. Several current office spaces will be reassigned to this department and they will need new carpet and paint.

Learning Resources Center continued

Building Painting/Carpeting/Furniture

The LRC has been showing signs of wear for years and is in need of refurbishing throughout the building. The project will consist of new carpeting and paint in offices, classrooms, labs and common areas. New mobile furniture with casters will be installed for flexibility so that the rooms can be easily changed to meet the needs of different types of classes. Offices will also receive new furniture. Many current spaces contain mismatched furniture that is not functional. The main hallways will also need new flooring and durable paint.

Learning Resources Center continued

Impact/ Impact if not funded: The LRC, and the Library within, will become obsolete if it remains as it is today because the building will lack technology tools to attract, retain and graduate students. Spaces within the LRC will sit vacant and unused unless they are renovated to meet the needs of the every changing course offerings and newer technology.

Impact on Enrollment: With technology transforming the traditional library, students will seek other options in the service region for the research and tools they need if HCC does not maintain current delivery systems. In addition, if Middle College students lack proper spaces to flourish in a collegiate environment, they may choose not to remain at HCC.

Operating Cost Impact: $69,500
Staff Expense: The cost of adding two personnel as a result of renovated spaces is estimated at $ 67,500.
Other Operating Costs:
Materials and Supplies - $2,000
Utilities – No significant increase in utilities is anticipated.
Maintenance and Custodial - N/A: Renovations will not alter the footprint or square footage of the building.

Priority # 5 **Public Safety Training Center Design**

FY 2017

Projected Cost **$1,011,883**

Project Description:

Services and local training opportunities for fire protection, police and emergency services are currently fragmented and limited. Emergency personnel from these areas – state, county and municipal police departments, corrections, fire fighters, and emergency medical technicians - have expressed need, interest and support for a consolidated public safety training facility to better serve local citizens. This will allow public safety agencies to pool their resources in support of joint training opportunities. Such consolidation will result in better and more coordination of services and training / education. Locating a joint training center on the campus of Hagerstown Community College offers a number of advantages. HCC will be able to coordinate and link basic and specialized training opportunities to current college credit programs (e.g. Administration of Justice, Paramedic Emergency Services, and Police Academy) and continuing education certifications. There will be some shared spaces in the facility, as well as separate specialized instructional spaces and storage rooms for each discipline. Additionally, some HCC's facilities, such as computer labs, eateries, Campus Store, gym and fitness center could be made available to public safety training classes.

The project will be done in two phases. Phase I will include the facility design (FY17) for 16,000 square feet of space, construction, equipment and furniture (FY18). Phase II (FY19) includes 8,000 square feet of additional space. See Priority 7 for Phase II.

Impact: This facility will provide a valuable local educational and training service to the large number of police, fire, correctional, and other emergency services personnel serving in and around Washington County, as well as provide training to people planning to enter those fields. The police academy and the Administration of Justice program would re-locate out of the LRC to this facility. The need and demand for highly trained emergency personnel continues to grow.

Impact if not funded: The needs of the County will not be met in viable and growing career fields that are areas of need in Washington County and surrounding areas. Such a facility will serve community needs by helping current personnel maintain their skills and by training future personnel.

Public Safety Training Center Design continued

Impact on Enrollment: Construction of this facility will increase enrollment in several programs at the College related to police services and emergency medical services. Additionally, the College may add a Fire Science program.

Operating Cost Impact: $666,000
Staff expense: Construction of this building would result in increased staff expense of approximately $609,800 for additional faculty and support personnel.
Other Operating Costs: Construction of this building would result in additional operating costs to maintain the building.
Utilities - $21,200
Maintenance – $35,000
Custodial - This building may result in the need for one additional part-time custodian. Annual cost would be less than $25,000.

Priority # 6 **Public Safety Training Center (Phase I, Construction)**

FY 2018

Projected Cost **$9,451,226**

Project Description:

Services and local training opportunities for fire protection, police and emergency services are currently fragmented and limited. Emergency personnel from these areas – state, county and municipal police departments, corrections, fire fighters, and emergency medical technicians - have expressed need, interest and support for a consolidated public safety training facility to better serve local citizens. This will allow public safety agencies to pool their resources in support of joint training opportunities. Such consolidation will result in better and more coordination of services and training / education. Locating a joint training center on the campus of Hagerstown Community College offers a number of advantages. HCC will be able to coordinate and link basic and specialized training opportunities to current college credit programs (e.g. Administration of Justice, Paramedic Emergency Services, and Police Academy) and continuing education certifications. There will be some shared spaces in the facility, as well as separate specialized instructional spaces and storage rooms for each discipline. Additionally, some HCC's facilities, such as computer labs, eateries, Campus Store, gym and fitness center could be made available to public safety training classes.

The project will be done in two phases. Phase I is the construction of 16,000 square feet of space, equipment and furniture. See Priority #7 for construction of Phase II.

Impact: This facility will provide a valuable local educational and training service to the large number of police, fire, correctional, and other emergency services personnel serving in and around Washington County, as well as provide training to people planning to enter those fields. The police academy and the Administration of Justice program would re-locate out of the LRC to this facility. The need and demand for highly trained emergency personnel continues to grow.

Impact if not funded: The needs of the County will not be met in viable and growing career fields that are areas of need in Washington County and surrounding areas. Such a facility will serve community needs by helping current personnel maintain their skills and by training future personnel.

Public Safety Training Center (Phase 1, Construction) continued

Impact on Enrollment: Construction of this facility will increase enrollment in several programs at the College related to police services and emergency medical services. Additionally, the College may add a Fire Science program.

Operating Cost Impact: $666,000
Staff expense: Construction of this building would result in increased staff expense of approximately $609,800 for additional faculty and support personnel.
Other Operating Costs: Construction of this building would result in additional operating costs to maintain the building.
Utilities - $21,200
Maintenance – $35,000
Custodial - This building may result in the need for one additional part-time custodian. Annual cost would be less than $25,000.

Priority # 7 **Consolidated Public Safety Training Center (Phase II, Construction)**

FY 2019

Projected Cost **$4,553,329**

Project Description: This is the second and final phase for the Consolidated Public Safety Training Center. Though shared classroom and computer lab space will exist, specific training needs for fire protection, police and emergency services personnel will necessitate separate classrooms, instructional spaces and storage rooms for each discipline, in addition to those constructed in Phase 1. Also, it is proposed that the building include a small activities/gym space for defensive tactics and physical fitness training as one of the Phase II components.

Impact: This facility will provide a valuable local educational and training service to the large number of police, fire, correctional, and other emergency services personnel serving in and around Washington County, as well as provide training to people planning to enter those fields. The police academy and the Administration of Justice program would re-locate out of the LRC to this facility. The need and demand for highly trained emergency personnel continues to grow.

Impact if not funded: The needs of the County will not be met in viable and growing career fields that are areas of need in Washington County and surrounding areas. Such a facility will serve community needs by helping current personnel maintain their skills and by training future personnel.

Impact on Enrollment: Construction of this facility will increase enrollment in several programs at the College related to police services and emergency medical services. Additionally, the College may add a Fire Science program.

Operating Cost Impact: $666,000
Staff expense: Construction of this building would result in increased staff expense of approximately $609,800 for additional faculty and support personnel.
Other Operating Costs: Construction of this building would result in additional operating costs to maintain the building.
Utilities - $21,200
Maintenance – $35,000
Custodial - This building may result in the need for one additional part-time custodian. Annual cost would be less than $25,000.

Priority # 8 **Teacher Education Center**

FY 2020 – FY 2021

Projected Cost **$3,841,100**

Project Description:

For the College, child care on campus helps support and serves all segments of its service population, including large numbers of persons who could not attend college without low cost and convenient child care. The College's current Children's Learning Center (CLC) has been in operation since 1998 and is licensed for 62 children, ages two to five years. Along with moving the current CLC, central to the project is the inclusion of early childhood education teaching space that HCC needs as it expands its education curricula.

The now vacant Robinwood Center, formerly leased by HCC to the Washington County Public Schools until 2011, needs to be renovated to accomplish these two interrelated goals. Along with the current spaces allocated for children's rooms, there will be adult classrooms for the Early Childhood Education program students and related HCC programs; an education technology lab; prep kitchen; indoor and outdoor play areas; observational areas, offices for faculty and childcare personnel, and support spaces.

Impact: In order to fulfill its mission, HCC must expand its child care capabilities, which is at its maximum capacity, beyond the current space in the Administration and Student Affairs Building. This is particularly important as college enrollments continue to grow. Teaching space needs to be available as HCC expands its education curricula. Additionally, the current CLC is the logical space for expanded administrative and student services functions.

Impact if not funded: If HCC does not offer expanded child care services, it will be denying a segment of its target population the opportunity access post-secondary education, thereby negatively impacting future enrollments. For the College, the need for child care is an important service to serve all segments of its service population, including large numbers of persons who could not attend college without low cost and convenient child care. In addition, to be a competitive employer, HCC must provide quality child care services for employees to enhance its ability to attract and retain employees who desire a family-friendly organization.

Impact on Enrollment: Teacher education is a priority in the Maryland State Plan for Postsecondary Education. Projections indicate that a strong growth area at HCC is its Early Childhood Education (ECE) program, which includes several curricular options,

Teacher Education Center continued

including letters of recognition and certificates in addition to the A.A.S., A. S. and A.A.T. degrees. The demand for ECE bachelor's degree graduates is growing for Pre-K and Kindergarten teachers and the HCC degree programs provide the first two years of course work for those four-year degrees. The College expects to develop a partnership with Frostburg State University's Hagerstown campus in feeding a number of its AAT and AAS students into their Bachelor of Science in Early Childhood and Elementary Education programs.

Operating Cost Impact: $25,000

Staff Expense: The College does not anticipate adding any additional full-time faculty and CLC staff. Adjuncts may be added depending on enrollments of students, as well as children.

Other Operating Costs:

Utilities and Maintenance: Greater efficiencies and cost savings will be realized as the facility, built in 1970, will be upgraded.

Custodial: It is anticipated that there will be an increase to custodial costs through the addition of a part-time (25 hours/week) custodian, who will cost approximately $25,000 annually or the hiring of a student worker to assist with cleaning.

Priority # 9 **Campus Operations Building**

FY 2021 – FY 2022

Projected Cost **$5,898,500**

Project Description: A new building is proposed for operational support functions. The 12,000 GSF facility would house Facilities Management, Maintenance, Custodial Services, Grounds, Security, Mail Room and Central Store. The facility will include the maintenance shop, the vehicle repair shop, a vehicle wash bay and some warehousing. The facility will include space to store lawn mowing equipment, snow plows and other equipment currently stored outside. The campus motor pool and fuel pumps would be located adjacent to the facility. A central receiving area, which the campus lacks and needs, will be included. The building could also be built to accommodate Purchasing and Reprographics, freeing up space for instructional use in the Career Programs Building. All of these operations are interspersed among instructional spaces.

Impact: This project will consolidate major campus support operations departments in one building. It will place these departments in modern facilities made specifically for the types of operations performed by those departments, with enough space to completely house each department. It will separate these functions from academic and other support departments, reducing the number of outside delivery, vendor, contractor and other support related visits going into the main campus. Aside from reducing the number of non-college personnel in the academic buildings on campus, the new facility alleviates some security concerns by isolating mail and package delivery from academic buildings. By moving these departments out of facilities that are primarily used for instruction, more space will be provided for classroom and direct instructional support.

Impact if not funded: If this project goes unfunded, operational departments will continue to be interspersed with classrooms and offices, resulting in less efficient use of the buildings for both academic and operational purposes. Operational departments will work from buildings that were not intended or designed for their use. This is particularly true for the Facilities Department, which operates from its current location in the Advanced Technology Center, which lacks adequate space, ventilation and power for welding, metal and wood sawing, and chemical storage for maintenance, custodial and grounds. Campus mail works from a small area located in the interior of the Career Programs Building, which results in awkward delivery and distribution service, with multiple delivery personnel entering the building and walking past classrooms and offices, creating both disturbance potential and a security concern.

Campus Operations Building continued

Impact on Enrollment: N/A

Operating Cost Impact: $118,981
Staff expense: $48,880 for two additional support personnel
Other Operating Costs:
Materials and Supplies - $10,000
Utilities - $57,601
Maintenance – $2,580

PRIORITY # 10 **Advanced Technology Center Renovations**

FY 2023-24

Projected Cost **$7,954,900**

Project Description: This project will renovate the Advanced Technology Center (ATC). Following completion of the Campus Operations Building (CIP #9), the Facilities Department will relocate from the Advanced Technology Center, vacating approximately 3,360 SF. That space, as well as adjacent space, will be renovated and reconfigured 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 more efficient layout and use; improving lighting; and the classrooms on the second floor of the building, and a general updating of interior finishes. Security will also be improved with the addition of secure room access and security cameras.

Impact: This project will improve the Advanced Technology Center by providing more classrooms in a more inviting atmosphere than currently exists. With the relocation of the Facility Department, that area will be available for a wide range of classroom applications and help meet the growing requirement for computer related courses.

Impact if not funded: The conditions in this building are rapidly deteriorating. Originally the campus gymnasium, and renovated for classroom use, the ATC has been utilized without the benefit of long term planning and retains the vestiges of the gym to an extent. To continue to use the building's space for miscellaneous requirements will further limit and confuse the function of the building. Without improvements to the restrooms, lighting and interior finishes, the bland uninviting atmosphere will worsen over time. This project will greatly improve the use and efficiency of the ATC, offering more and much improved classroom space in a more inviting atmosphere than currently exists. With the relocation of the Faculty Department, that area will be available up for a number of potential instructional uses. The campus will gain another wet lab in close proximity to the Allied Health programs located in the Career Programs Building, supplementing the demand for more science labs.

Impact on Enrollment: This project will ultimately result in an increase in enrollment. More and better classroom conditions and technology in high demand technology and computer sciences program areas will attract students to HCC.

Operating Cost Impact:
Staff expense: None
Other Operating Costs: Greater efficiencies and cost savings will be realized when the building will be upgraded.

APPENDICES

APPENDIX A

Programs of Study
2013

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

Degrees and Options:

Arts and Sciences: AA Degree
Arts and Sciences: AS Degree
General Studies: AA Degree

Behavioral and Social Science/Business

Accounting and Business: AAS
Administration of Justice: AAS
Business Administration: AS
Early Childhood Education: AAT
Early Childhood/Primary Grades Education: AAS
Education: AS
Elementary Teacher Education: AAT
Sociology Option: AA
Human Services Option: AS
Human Services Technician: AAS
Management: AAS
Management: Marketing Option: AAS
Paralegal Studies Option: AA
Political Science Option: AA
Psychology Option: AA

Nursing and Health Science

Medical Assistant: AAS
Nursing: AS
Paramedic Emergency Services: AAS
Radiography: AAS (a Health Manpower Shortage Program)

Physical Education and Leisure Studies

Health, Education & Leisure Studies Option: AA

Technology and Computer Studies

Commercial Transportation Administration: AAS
Computer Science: AS
Computer Support Specialist: AAS
Computer-Aided Design: AAS
Graphic Design Option: AS
Graphic Design Technology: AAS
Industrial Technology: AAS
Mechanical Engineering Technology: AAS
Networking Technology Track 1: AAS
Networking Technology Track II: AAS
Programming (Developer) Option: AAS
Simulation and Digital Entertainment Option: AAS
Web and Multimedia Technology: AAS

Certificates:

Behavioral and Social Science/Business

Administrative Assistant: Certificate
Childcare Professional: Certificate
Management: Certificate
Management: Marketing Certificate
Paralegal Studies Certificate

Nursing and Health Science

Computed Tomography Imaging: Certificate
Magnetic Resonance Imaging: Certificate
Medical Assistant: Certificate
Medical Coding and Reimbursement Specialist Certificate
Paramedic Emergency Services Certificate
Paramedic Emergency Services EMT-I to EMT-P Bridge: Certificate
Phlebotomy: Certificate

Technology and Computer Studies

Commercial Transportation Management: Certificate
Commercial Vehicle Trans Specialist: Certificate
Computer Support Specialist: Certificate
Computer-Aided Design: Certificate
Desktop User Specialist: Certificate
Facilities Maintenance Technology: Certificate
Graphic Design Technology: Certificate
Industrial Technology: Certificate
Networking Technology: Certificate
Small Business Technology: Certificate
Technician Specialist I: Certificate

Mathematics and Science

Biotechnology: Certificate

***Letter of Recognition*:**

Behavioral and Social Science/Business

Administrative Assistant: Letter of Recognition
Childcare Professional: Letter of Recognition
Customer Service Assistant: Letter of Recognition
Management: Letter of Recognition
Management: Marketing Letter of Recognition

Technology and Computer Studies

Computer Graphic Artist: Letter of Recognition
Computer-Aided Design: Letter of Recognition
Graphic Production Specialist: Letter of Recognition

Nursing and Health Science

Certified Medicine Aide: Letter of Recognition
Certified Nursing/Geriatric Assistant: Letter of Recognition

Appendix B
Unduplicated Credit Enrollment: Demographic Breakdown, FY 06 – FY 12

HAGERSTOWN COMMUNITY COLLEGE									
Fiscal Year Unduplicated Credit Enrollment: Demographic Breakdown									
Characteristic		**FY 2006**	**FY 2007**	**FY 2008**	**FY 2009**	**FY 2010**	**FY 2011**	**FY 2012**	**% Change**
Gender	Male	1,986	2,041	2,208	2,276	2,534	2,720	2,805	41.2%
	Female	3,262	3,223	3,323	3,625	3,989	4,130	4,219	29.3%
Ethnicity	Unknown	40	62	73	98	113	122	95	137.5%
	Black	399	421	460	529	640	755	799	100.3%
	Indian	21	22	24	30	38	35	35	66.7%
	Asian	86	77	102	107	144	143	151	75.6%
	Hawaiian/Pac. Island						4	11	
	Hispanic	119	144	144	178	220	292	312	162.2%
	White	4,463	4,453	4,631	4,837	5,237	5,324	5,407	21.2%
	Multi-Race						92	162	
	Other	120	85	97	122	131	83	52	-56.7%
Age (based on first enrollment during fiscal year)	17 and under	664	689	769	900	838	815	836	25.9%
	18-20	1,665	1,694	1,693	1,787	2,002	2,098	2,058	23.6%
	21-25	978	997	1,069	1,113	1,296	1,330	1,455	48.8%
	26-30	477	505	575	607	693	745	821	72.1%
	31-35	405	348	342	399	471	546	570	40.7%
	36-40	355	351	364	350	399	395	387	9.0%
	41-45	279	272	266	302	315	350	327	17.2%
	46 and older	422	404	450	442	509	568	570	35.1%
	Unknown	3	4	3	1	4	3	0	

Appendix B
Unduplicated Credit Enrollment: Demographic Breakdown, FY 06 – FY 12
Continued

Fiscal Year Unduplicated Credit Enrollment: Demographic Breakdown									
Characteristic		**FY 2006**	**FY 2007**	**FY 2008**	**FY 2009**	**FY 2010**	**FY 2011**	**FY 2012**	**% Change**
Residence (based on first enrollment during fiscal year)	**Maryland:**	4,137	4,111	4,364	4,713	5,218	5,477	5,595	35.2%
	Washington County	3,929	3,909	4,118	4,468	4,929	5,124	5,235	33.2%
	Frederick County	142	132	164	158	187	246	254	78.9%
	Other MD	66	70	82	87	102	107	106	60.6%
	Pennsylvania:	863	883	909	907	983	1,026	1,069	23.9%
	Franklin County	724	756	777	792	876	882	948	30.9%
	Other PA	139	127	132	115	107	144	121	-12.9%
	West Virginia:	213	241	223	231	275	293	300	40.8%
	Berkeley County	162	182	168	175	215	227	223	37.7%
	Other WV	51	59	55	56	60	66	77	51.0%
	Other States:	36	29	35	42	42	54	63	75.0%
Admit Status (based on first enrollment during fiscal year)	First Time	1,246	1,267	1,331	1,428	1,546	1,628	1,569	25.9%
	Dual Enrolled	568	592	665	763	781	735	737	29.8%
	Returning	2,385	2,384	2,497	2,588	2,760	2,977	3,190	33.8%
	New Transfer	667	608	609	640	932	990	954	43.0%
	Readmit	382	413	429	482	504	520	574	50.3%
Attend Status (based on first enrollment during Fiscal Year)	Full-time	1,441	1,557	1,628	1,816	2,081	2,057	1,992	38.2%
	Part-time	3,807	3,707	3,903	4,085	4,442	4,793	5,032	32.2%
	Total Headcount	**5,248**	**5,264**	**5,531**	**5,901**	**6,523**	**6,850**	**7,024**	**33.8%**

Appendix C
Awards Conferred by Hagerstown Community College, FY 2000 – FY 2012

AWARDS CONFERRED BY HAGERSTOWN COMMUNITY COLLEGE: FY 2002 - FY 2012																					
Award Type	FY 2002	FY 2003	Percent Change FY02-03	FY 2004	Percent Change FY03-04	FY 2005	Percent Change FY04-05	FY 2006	Percent Change FY05-06	FY 2007	Percent Change FY06-07	FY 2008	Percent Change FY07-08	FY 2009	Percent Change FY08-09	FY 2010	Percent Change FY09-10	FY 2011	Percent Change FY10-11	FY 2012	Percent Change FY11-12	Percent Change FY02-12
Associate Degree: Transfer	189	207	9.5%	181	-12.6%	213	17.7%	181	-15.0%	245	35.4%	232	-5.3%	239	3.0%	299	25.1%	308	3.0%	357	15.9%	88.9%
Associate Degree: Career	103	119	15.5%	124	4.2%	135	8.9%	138	2.2%	131	-5.1%	129	-1.5%	127	-1.6%	143	12.6%	184	28.7%	194	5.4%	88.3%
Associate Degree: Total	292	326	11.6%	305	-6.4%	348	14.1%	319	-8.3%	376	17.9%	361	-4.0%	366	1.4%	442	20.8%	492	11.3%	551	12.0%	88.7%
Certificate	30	18	-40.0%	97	438.9%	146	50.5%	189	29.5%	185	-2.1%	244	31.9%	248	1.6%	335	35.1%	368	9.9%	356	-3.3%	1086.7%
Total Awards Conferred	322	344	6.8%	402	16.9%	494	22.9%	508	2.8%	561	10.4%	605	7.8%	614	1.5%	777	26.5%	860	10.7%	907	5.5%	181.7%

Compiled by: Linda Vrboncic, Research Analyst; 06/21/13

Source: MHEC Degree Information System Reports, FY 02-12