

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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**Purpose**

The purpose of this procedure is to establish the process by which the College will prepare the Five-Year Educational Plant Survey, the Facilities Master Plan and Supplemental Facilities Surveys when required.

**Procedure**

- A. Per Florida Statute 1013.31, the College shall prepare an Educational Plant Survey every five (5) years by the following procedure:
  - 1. The State Requirements for Educational Facilities (SREF) requires a Facilities Master Plan to be included in the Five-Year Educational Plant Survey.
  - 2. Facilities Management and Construction (FMC) staff collaborate with the College President, the Executive Leadership Team, and appropriate local agencies on an annual basis to update the College’s Facilities Master Plan. The group identifies needs or changes to site amenities, new buildings, building additions, major remodeling, parking, infrastructure and other critical campus or center features needed to accommodate college students and staff. FMC staff incorporate the updates into a Collegewide Facilities Master Plan, the Five-Year Educational Plant Survey and the annual Capital Improvement Plan (CIP).
  
- B. The revised Facilities Master Plan is used as a planning tool throughout the year establishing short term, mid-term and long-term facilities planning and construction goals.
  - 1. FMC staff obtain a current list of academic programs offered by the College.
  - 2. FMC staff receive confirmation from the College Provost/Vice President of Academic Affairs that the academic programs list has been approved by the District Board of Trustees (DBOT) and the Department of Education (DOE).
  - 3. FMC staff meet with Academic Leadership and the College Provost/Vice President of Academic Affairs to discuss facility needs, programs offered and to update their respective component of the Facilities Master Plan.
  - 4. FMC staff receive Capital Outlay Full Time Equivalent Enrollment (COFTE) data from the DOE and reconcile it with the College’s room inventory, student stations and academic programs for each campus and center.
  - 5. FMC staff record the data and make recommendations in the State of Florida’s computerized Educational Facilities Information System (EFIS).

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6. FMC staff submit the Five-Year Educational Plant Survey to the DBOT for approval as scheduled by the DOE.
  7. FMC staff submit the approved Five-Year Educational Plant Survey to the State of Florida for review and approval.
- C. Each year, on or about June 1, FMC staff will prepare the annual CIP from the approved project list for the current year, and the College's highest needs for the following four (4) years. This list will be forwarded via the Vice President of Finance and Administration to the College President for review and approval. After approval, the list shall be placed on the agenda for DBOT approval in time for submission to the State DOE on the scheduled submission date. Projects placed on the five (5) year list must have an approved survey recommendation as required by State Rules. Projects in the first three (3) years of the five (5) year list must also have approved educational specifications on file.
- D. FMC staff will prepare a Facilities Master Plan document that describes current and future facilities on each owned and leased site of the College. The Facilities Master Plan will be updated annually based on the list of projects submitted during the preparation of the CIP. Updates to the Facilities Master Plan shall include details on the College's commitment to environmental protection to maximize the amount of College property maintained in a natural state.

REFERENCES: F.S. 1001.64, 1001.65, 1013.31, SREF

Adopted Date: November 2, 1987  
Revision Date: June 27, 2012, June 9, 2015, March 14, 2018, April 10, 2024