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Introduction & Methodology

Purpose

The purpose of this amendment is to update and expand on the findings of the 2013 Facilities Master Plan with the intent of identifying and qualifying facilities needs for the near term, specifically in the areas of:

- Space Utilization
- Facilities Maintenance
- Capital Improvements
- Information Technology
- Campus Welfare

Introduction

As described in the 2015 Education Master Plan Update, Cabrillo College is experiencing a shift in their historical educational delivery methods and has determined that it is necessary to make a number of facility modifications to respond to the changes. The overarching considerations for future facility utilization include:

- Distance Education (DE) classes are becoming more popular. It is the intent of the College to “shift” and offer DE classes for those programs where it is logical.
- Science, Technology, Engineering and Mathematics (STEM) program is considered a Gateway Program and expected to accommodate future increased demand.
- Visual and Performing Arts (VAPA) enrollment is declining; therefore the use of facilities specifically aimed at delivering these programs has decreased.
- VAPA classroom spaces are generally small, focusing on specialty themes.
- Preference for future facility modifications is to provide for large-group oriented spaces that offer a component for flexibility.
- Optimizing utilization of Teaching Station spaces.
- Resolution of reducing Inactive Spaces, either through re-purposing or elimination.
- Concurrent enrollment presently has ±300 students (mostly from Pajaro Valley Unified School District). The goal is to draw them to Cabrillo for post-high school learning. Concurrent Education is considered more cost effective than Advanced Placement classes.

Background

The purpose of the 2013 Facilities Master Plan was to characterize and quantify the ways the existing College was being utilized and describe elements to be considered for future campus development and its long term maintenance.

The Plan was intended to be viewed as a flexible, dynamic document to be modified on a periodic basis as economic changes occurred, student needs evolved and changing educational trends emerged.

The Plan, above all, must reflect the courses of action described in the Educational Master Plan. The success of the Plan is measured by the commitment to adherence and implementation from all stakeholders.

Methodology

The Data used in this report is compiled from information provided by:

- 2015 Educational Master Plan Update
- 2013 Facilities Master Plan
- 2014 Space Inventory
- Maintenance and Operations Department Scheduled Maintenance Projects
- Information Technology Department Future Projects Schedule
- Meetings and telephone conversations with appropriate staff
Focal Points

Space Utilization

The college recently implemented the use of the ASTRA software system to assist in providing data related to facility utilization and scheduling on campus. The system provides a multitude of reports which help to identify how effectively various spaces on campus are being utilized and if scheduling and facility needs are in alignment. The data generated through the ASTRA system should continue to be considered during future planning efforts at the college.

A review of data provided by ASTRA indicates that Classroom and Laboratory spaces are being utilized in the following manner:

### UTILIZATION RATE

<table>
<thead>
<tr>
<th>Function</th>
<th>Total # of Spaces</th>
<th>Range (2)</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>18</td>
<td>25 - 50%</td>
<td>6%</td>
<td>61%</td>
</tr>
<tr>
<td>Classroom (Lecture)</td>
<td>10</td>
<td>60 - 80%</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>Classroom (Smart)</td>
<td>100</td>
<td>40 - 80%</td>
<td>17%</td>
<td>85%</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>11</td>
<td>55 - 100%</td>
<td>18%</td>
<td>100%</td>
</tr>
<tr>
<td>Laboratory</td>
<td>32</td>
<td>40 - 70%</td>
<td>13%</td>
<td>78%</td>
</tr>
</tbody>
</table>

**NOTES**

(1) The data described herein is derived from ASTRA scheduling program and characterizes weekday utilization between the hours of 8:00 AM through 9:00 PM.
(2) The Range of Utilization is intended to characterize the percentage of rooms in use for a “core” of 75% of the time available.

If the conclusion drawn from this matrix is that there is an abundance of “Total Number of Spaces”, then it could logically be deduced that there is also an abundance of Support Spaces as well. The desired objective is to optimize the utilization of spaces in such a manner as to effect a high rate Space Utilization, consequently providing the opportunity to reduce or eliminate the number of Teaching Stations as well as their attendant Support Spaces. Any consolidation effort should give strong consideration to grouping (as opposed to scattering) any resultant Inactive Space(s). Following this regimen will present the opportunity to take entire buildings off line.
The 2014 Space Inventory indicates 13,503 SF of space designated as Inactive, and that quantity can be expected to grow as the College implements consolidation and subsequent reduction of spaces. The incentive to undertake this endeavor is that even though a space is deemed inactive, it still requires maintenance and operating expense.

Of particular note to the ASTRA report is that Computer Labs have a very high Utilization Rate. During the weekday core hour time slots, Computer Labs are utilized at a 100% rate 24% of the available time and an additional 90% rate 20% of the available time. Either expansion of existing Labs or the addition of new Labs should be considered in future development plans.
Facilities Maintenance

The 2013 Facilities Master Plan included a 5 year projected Critical Maintenance Schedule that had a cumulative budget of $12,555,350. Subsequently, a 10 year Scheduled Maintenance Projects Matrix, beginning with fiscal year 2014-15, was compiled with an average annual budget of ± $5,500,000.

10 YEAR SCHEDULED MAINTENANCE FORECAST (1)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget</th>
<th>Estimated Funds Available</th>
<th>Unfunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2014-15</td>
<td>$3,456,010</td>
<td>$3,911,721</td>
<td>-$455,711</td>
</tr>
<tr>
<td>FY 2015-16</td>
<td>$4,933,056</td>
<td>$750,000</td>
<td>$4,183,056</td>
</tr>
<tr>
<td>FY 2016-17</td>
<td>$6,380,755</td>
<td>$750,000</td>
<td>$5,630,755</td>
</tr>
<tr>
<td>FY 2017-18</td>
<td>$4,898,750</td>
<td>$500,000</td>
<td>$4,398,750</td>
</tr>
<tr>
<td>FY 2018-19</td>
<td>$5,983,610</td>
<td>$500,000</td>
<td>$5,483,610</td>
</tr>
<tr>
<td>FY 2019-20</td>
<td>$4,400,000</td>
<td>$500,000</td>
<td>$3,900,000</td>
</tr>
<tr>
<td>FY 2020-21</td>
<td>$5,400,000</td>
<td>-</td>
<td>$5,400,000</td>
</tr>
<tr>
<td>FY 2021-22</td>
<td>$5,400,000</td>
<td>-</td>
<td>$5,400,000</td>
</tr>
<tr>
<td>FY 2022-23</td>
<td>$5,400,000</td>
<td>-</td>
<td>$5,400,000</td>
</tr>
<tr>
<td>FY 2024-25</td>
<td>$5,350,000</td>
<td>-</td>
<td>$5,350,000</td>
</tr>
<tr>
<td>FY 2026-27</td>
<td>$5,400,000</td>
<td>-</td>
<td>$5,400,000</td>
</tr>
<tr>
<td>Total</td>
<td>$57,002,181</td>
<td>$6,911,721</td>
<td>$50,090,460</td>
</tr>
</tbody>
</table>

NOTES
(1) Values indicated are estimates only. Detailed costs will be compiled at such time as the projects are fully defined and scheduled.

Capital Improvements

While it is forecast that no new facilities will be constructed, a number of Capital Improvements to existing spaces are anticipated to meet perceived educational needs. The 2013 Facilities Master Plan designated eight potential capital improvement projects.

The projects are characterized as “Secondary Effects” projects primarily generated by program relocations to the Health & Wellness Complex and the VAPA Complex. As educational needs evolve, such as increasing demand from the STEM Program and the growth of Distance Education Programs, additional Capital projects will be required.

CABRILLO COLLEGE Facility Master Plan Update 2015

10 YEAR SCHEDULED MAINTENANCE FORECAST (1)

<table>
<thead>
<tr>
<th>Project</th>
<th>ASF</th>
<th>Type</th>
<th>2013 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Wellness Consolidation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B 500</td>
<td>5529 SF</td>
<td>Modernization</td>
<td></td>
</tr>
<tr>
<td>B 1500</td>
<td>1,692 SF</td>
<td>Modernization</td>
<td>$3,590,000</td>
</tr>
<tr>
<td>B 1550</td>
<td>1,600 SF</td>
<td>Modernization</td>
<td></td>
</tr>
<tr>
<td>B 1600</td>
<td>1,016 SF</td>
<td>Modernization</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B 350</td>
<td>1,657 SF</td>
<td>Realignment &amp; Modernization</td>
<td>$250,000</td>
</tr>
<tr>
<td>B 400</td>
<td>T.B.D. SF</td>
<td>Realignment &amp; Modernization</td>
<td>$625,000</td>
</tr>
<tr>
<td>B 700</td>
<td>T.B.D. SF</td>
<td>Realignment &amp; Modernization</td>
<td>$675,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub-total</td>
</tr>
<tr>
<td>B 200</td>
<td>18,353 SF</td>
<td>T.B.D. (3)</td>
<td>$7,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$12,140,000</td>
</tr>
</tbody>
</table>

NOTES
(1) The Capital Improvement Projects listed have been identified as "Secondary Effects" resulting from Program realignments generated by the addition of the Health & Wellness and Visual & Performing Arts complexes.
(2) These projects are "on-hold" pending funding.
(3) This project is being carried as a "placeholder" until such time as the future disposition of B200 can be determined.
Information Technology

It is generally accepted that the future of education will rely heavily on “state of the art” Information Technology. Shifts in educational delivery methods place a much greater emphasis on comprehensive, reliable IT systems, covering such areas as security, connectivity, expanded capacity and wireless access are at the forefront of modern IT systems.

As the result of the 2015 Tech Plan and Strategic Plan Objective #4, a program has been developed to respond to the near term IT needs. A Schedule of Planned Information Technology Projects have been identified and budgeted.
Welfare

Welfare encompasses all of the elements relative to the general health and well-being of students, faculty, staff and visitors. While these elements are not critical to the operation of the campus and the conduct of educational activities, they are essential to provide a sustainable academic program that meets the needs of all who are involved in the process.

The specific issues related to Welfare are:
- Accessibility
- Safety
- Security
- Health

As indicated in the following matrix, these four basic issues share a number of common elements required to implement a responsive and responsible Welfare Program.

Accessibility

Accessibility, by definition, is intended to provide barrier free pathways and amenities to ensure equal access to persons with physical disabilities, including visual and auditory impairments. The Americans with Disabilities Act (ADA) and the accessibility provisions of Title 24 of the California Administrative Code specifically identify and establish requirements for providing equal access.

Safety

Safety encompasses all of the elements required to provide a safe environment, including:
- Well defined, well lighted and unobstructed paths of travel for pedestrians
- Adequate and proper signage:
  - Evacuation Routes
  - Safe crossings of Vehicular Ways
  - No Parking and Loading Zone
  - Directional
  - Warning
- Barriers and Barricades at potential hazard zones.
- Safety devices
  - Fire Extinguishers
  - Fire & Smoke Detection Systems
  - Public Address Systems
  - Alarms & Sirens
- Training of appropriate faculty and staff for Emergency Response Protocols
- Routine inspection and maintenance of all safety devices.

For example: In order to implement a fully compliant Safety Program, all of the elements associated with Path of Travel, Wayfinding, Lighting, Public Address Systems, Warning Systems, Detection Systems, Security Personnel and Door Hardware must be in-place, operational and routinely maintained.
Security

Security measures are intended, to the greatest extent possible, to provide systems that will maintain the campus in a safe and sustainable status. Security measures are taken to:

- Prevent damage or defacing of campus property
- Prevent the intrusion of unauthorized or unwanted “visitors”
- Protect the well-being of the campus community

A fully implemented Security Program will include:

- Intrusion Alarms
  - Arming / Disarming Device(s)
  - Motion Sensors
  - Door & Window Contacts
- Manageable Hardware Access Program (keyed or electronic)
- Motion Sensors
- Surveillance Cameras
- On-site, professionally trained Security Personnel

The Aptos campus currently has partially implemented, to varying degrees, all of the elements listed above. It is recognized that the security system would benefit from augmentation that would be part of future modernization.

The Watsonville campus has partially implemented, to varying degrees, all of the hardware elements listed above. Physical security is provided by an agreement with the Watsonville Police Department. It is recognized that the security system would benefit from augmentation that would be part of future modernization.

It should be noted that the Scheduled Maintenance projects include a project to standardize and automate the campus keying system. Currently, no funds have been identified for this project.

Health

Health Management, as applied to the campus environment, encompasses the management and control of that may pose a health hazard to the campus community, including:

- Condition and maintenance of Utility Infrastructure
- Removal or encapsulation of Hazardous Materials of Construction, the most common of which are Asbestos Containing Materials (ACM) and lead based paints (Exposure to these materials generally becomes an issue when they are disturbed by construction activities.)
  - Asbestos was used in construction pre-1972 and can be found in such materials as:
    - Insulation
    - Ceiling Tiles
    - Composition Flooring Tiles
    - Adhesives & Mastics
  - Oil based paints manufactured pre-1978 commonly contained lead additives
- Response protocols to accidental hazardous spills
Overview of Space Reduction Potential

The 2014 Space Inventory indicates a total of 510,139 Assignable Square Feet (ASF), while the 2025 Title 5 Space Allowance indicates a total projected need of 363,021 Assignable Square Feet, leaving a surplus of 147,118 Assignable Square Feet. The first matrix identifies all of the Space Use Categories included on the Space Inventory, their current ASF and the projected ASF that will be needed in the year 2025. The second matrix identifies the 5 room use categories that are monitored by the State Chancellor’s Office. Although it is important to identify the overall ASF on campus, it is essential to remain within the guidelines provided by the State Chancellor’s Office in the 5 monitored categories. A review of the matrixes provides insight as to the categories of spaces that should be considered for reduction.

In making determination for future realignment/consolidation, the matrices to the right should be viewed in conjunction with the data associated with Space Utilization.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>2014 Space Inventory</th>
<th>2025 Title 5 Space Allowance</th>
<th>Potential Space Reductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Inactive</td>
<td>13,503 SF</td>
<td>0 SF</td>
<td>(13,503) SF</td>
</tr>
<tr>
<td>100</td>
<td>Classroom</td>
<td>66,819 SF</td>
<td>46,596 SF</td>
<td>(20,223) SF</td>
</tr>
<tr>
<td>210-230</td>
<td>Laboratory</td>
<td>109,368 SF</td>
<td>106,599 SF</td>
<td>(2,769) SF</td>
</tr>
<tr>
<td>235-255</td>
<td>Non-Class Laboratory</td>
<td>424 SF</td>
<td>1,322 SF</td>
<td>898 SF</td>
</tr>
<tr>
<td>300</td>
<td>Office/Conference</td>
<td>67,473 SF</td>
<td>48,505 SF</td>
<td>(18,968) SF</td>
</tr>
<tr>
<td>400</td>
<td>Library</td>
<td>61,425 SF</td>
<td>41,891 SF</td>
<td>(19,534) SF</td>
</tr>
<tr>
<td>530-535</td>
<td>Phys. Ed. (Indoor)</td>
<td>43,160 SF</td>
<td>35,000 SF</td>
<td>(8,160) SF</td>
</tr>
<tr>
<td>530-535</td>
<td>AV/TV</td>
<td>8,810 SF</td>
<td>13,033 SF</td>
<td>4,223 SF</td>
</tr>
<tr>
<td>540-555</td>
<td>Clinic/Demonstration</td>
<td>4,506 SF</td>
<td>5,566 SF</td>
<td>1,060 SF</td>
</tr>
<tr>
<td>580</td>
<td>Greenhouse</td>
<td>16,439 SF</td>
<td>0 SF</td>
<td>(16,439) SF</td>
</tr>
<tr>
<td>590</td>
<td>Other</td>
<td>0 SF</td>
<td>0 SF</td>
<td>0 SF</td>
</tr>
<tr>
<td>610-625</td>
<td>Assembly/Exhibition</td>
<td>39,774 SF</td>
<td>13,914 SF</td>
<td>(25,860) SF</td>
</tr>
<tr>
<td>630-635</td>
<td>Food Service</td>
<td>14,615 SF</td>
<td>8,348 SF</td>
<td>(6,267) SF</td>
</tr>
<tr>
<td>650-655</td>
<td>Lounge/Lounge Service</td>
<td>3,463 SF</td>
<td>3,360 SF</td>
<td>(103) SF</td>
</tr>
<tr>
<td>660-665</td>
<td>Merchandising</td>
<td>9,889 SF</td>
<td>10,822 SF</td>
<td>933 SF</td>
</tr>
<tr>
<td>670-690</td>
<td>Meeting/Reception</td>
<td>17,378 SF</td>
<td>4,633 SF</td>
<td>(12,745) SF</td>
</tr>
<tr>
<td>710-715</td>
<td>Data Processing/Comp.</td>
<td>4,042 SF</td>
<td>5,000 SF</td>
<td>958 SF</td>
</tr>
<tr>
<td>720-770</td>
<td>Physical Plant</td>
<td>28,215 SF</td>
<td>17,232 SF</td>
<td>(10,983) SF</td>
</tr>
<tr>
<td>820</td>
<td>Student Health Center</td>
<td>836 SF</td>
<td>1,200 SF</td>
<td>364 SF</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>510,139 SF</strong></td>
<td><strong>363,021 SF</strong></td>
<td><strong>(147,118) SF</strong></td>
</tr>
</tbody>
</table>

POTENTIAL SPACE REDUCTION ANALYSIS

<table>
<thead>
<tr>
<th>Space Use</th>
<th>Assignable Square Footage</th>
<th>Potential Space Reductions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td><strong>Description</strong></td>
<td><strong>2014 Space Inventory</strong></td>
</tr>
<tr>
<td>100</td>
<td>Classroom</td>
<td>66,819 SF</td>
</tr>
<tr>
<td>210-230</td>
<td>Laboratory</td>
<td>109,368 SF</td>
</tr>
<tr>
<td>300</td>
<td>Office/Conference</td>
<td>67,473 SF</td>
</tr>
<tr>
<td>400</td>
<td>Library</td>
<td>61,425 SF</td>
</tr>
<tr>
<td>530-535</td>
<td>AV/TV</td>
<td>8,810 SF</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>313,895 SF</strong></td>
</tr>
</tbody>
</table>
Summary of Projected Facilities Expenditures

The following matrix provides a summary over the short term of Facilities Projects that have currently been identified. Unaccounted for in this projection are any expenses that will be incurred as the result of any consolidation effort; those costs can be quantified once a Project Scope has been developed.

### PROJECTED FACILITIES RELATED EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Funded</th>
<th>Unfunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-27 Scheduled Maintenance Projects(^{(1)})</td>
<td>$57,002,181</td>
<td>$6,911,721</td>
<td>$50,090,460</td>
</tr>
<tr>
<td>2015-17 Information Technology Upgrades(^{(2)})</td>
<td>$2,142,809</td>
<td>-</td>
<td>$2,142,809</td>
</tr>
<tr>
<td>Planned Capital Improvements(^{(3)})</td>
<td>$12,140,000</td>
<td>-</td>
<td>$12,140,000</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$71,284,990</strong></td>
<td><strong>$6,911,721</strong></td>
<td><strong>$64,373,269</strong></td>
</tr>
</tbody>
</table>

**NOTES**

(1) Refer to "10 Year Scheduled Maintenance Forecast" Matrix on Page 6 for detail.
(2) Refer to "Planned Information Technology Projects" Matrix on Page 7 for detail.
(3) Refer to "Planned Capital Improvement Projects" Matrix on Page 6 for detail.

A review of the Schedule of Facilities Related Expenditures above demonstrates the magnitude of funding required to implement the programs. Alternative means of funding need to be explored to meet these demanding future needs.
Conclusion

To remain competitive with other educational institutions, Cabrillo College needs to ensure that campus facilities are consistently maintained and that the necessary technology structures are in place for all facilities on campus. Significant importance lies in integrating the informational technology upgrades identified in this Plan with future facilities projects; many of which are related to renovation and modernization. These elements are essential to the future of the college and provide the necessary physical environment to fulfill the mission of the college. The identified projects will aid in providing a campus which meets health and safety standards as well as providing an environment that meets current technology needs. As identified in this Plan, the cost associated with the required projects and the overall implementation of this Plan, far exceeds the current funding which is provided by the state. The college will need to consider all funding sources in an effort to implement the projects identified in the Facilities Master Plan.
Recommendations

The fundamental purpose of the Facilities Master Plan is, to the greatest extent possible, quantify the facilities related activities that support the findings of the Educational Master Plan. For the most part, the recommendations here are best considered the “next step” in the development of a strategic plan to address facilities related issues.

- **Realignment and Consolidation of Student Services** - To effectively accomplish this project, it must be treated like any other Capital Improvement project. A key component of this process is to publish a Project Program. To accomplish this task, it is necessary to perform a comprehensive analysis of the utilization of all spaces, including support spaces for the purpose of documenting programmatic requirements of Student Services while identifying opportunities to consolidate facilities.

- **Optimize Space Utilization** - To make efficient use of existing college facilities and teaching stations, ASF needs to be reduced to a number that is more responsive to the actual needs of the college. It is recommended that a comprehensive evaluation of Space Utilization be initiated. This Report will result in a document that:
  - Identifies and characterizes all of the Teaching Stations.
  - Identifies and characterizes all of the associated Support Spaces.
  - Considers the scheduling of courses relative to available and appropriate space.
  - Makes recommendations relative to consolidation and potential realignment.
  - Identifies potential consequences for such action.
  - Qualifies and Quantifies the magnitude of such action.

- **Authorize a comprehensive campus-wide survey of existing conditions that pertain to what is generally described as campus welfare. Specifically the areas of Accessibility, Safety and Security should be evaluated. The resultant reports will identify, catalog and make recommendations for those circumstances and conditions that do not comply with current codes and regulations and provide a framework by which to rectify deficiencies. It would be desirable if each of these surveys were conducted as “stand-alone” endeavors; however, they could be combined on the condition that the personnel conducting the surveys and writing the reports have competency, knowledge and experience with the elements of each specific area.**

- **It is essential to develop a funding strategy, or strategies, to implement the Facility Projects required to maintain campus infrastructure as well as provide adequate facilities to meet demands of ever-evolving educational needs.**

- **In the challenge to make the 147,000 SF reduction in ASF described in the 2015 EMP Update, every effort should be made to consolidate those spaces to be taken offline into groups or clusters. This effort may entail realignment of spaces in such a manner as they are delegated to a single building or group of buildings.**

- **The facilities planning department will conduct an internal examination of the campus to determine useable and un-useable space.**
### Terminology
The following definitions are intended to describe terms as they apply to the content of this document:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td></td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>AFS</td>
<td>Automatic Fire Sprinkler</td>
</tr>
<tr>
<td>ASF</td>
<td>Assignable Square Feet. ASF is a quantification of space directly attributable to the educational process.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td></td>
</tr>
<tr>
<td>BELA</td>
<td>Business, English and Language Arts</td>
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<tr>
<td><strong>C</strong></td>
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<tr>
<td>CEED</td>
<td>Career Education &amp; Economic Development</td>
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<tr>
<td><strong>D</strong></td>
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<tr>
<td>DSA</td>
<td>Division of the State Architect. This is the regulatory agency for the approval of building design and oversight of construction inspection.</td>
</tr>
<tr>
<td>DSPS</td>
<td>Disabled Student Programs and Services</td>
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<tr>
<td><strong>E</strong></td>
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<tr>
<td>EMP</td>
<td>Educational Master Plan</td>
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<tr>
<td><strong>F</strong></td>
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<tr>
<td>FMP</td>
<td>Facilities Master Plan</td>
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<tr>
<td>FPP</td>
<td>Final Project Proposal. Document that identifies the project justification, final scope and estimated costs of all acquisitions, plus all infrastructure, facility and systems costs.</td>
</tr>
<tr>
<td><strong>G</strong></td>
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<tr>
<td>GSF</td>
<td>Gross Square Feet</td>
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<tr>
<td><strong>H</strong></td>
<td><strong>P</strong></td>
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</tbody>
</table>
| **HASS**  
Human Arts and Social Science | **Path of Travel**  
The route a person would normally take to get from one point to another. Its relevance to facility planning is most commonly used to address accessibility issues. |
| **HAWK**  
Health, Athletics, Wellness and Kinesiology | **Program**  
Educational course of instruction. |
| **IPP**  
Initial Project Proposal | **Program Document**  
A published document that establishes the purpose, goals, objectives and baseline criteria used in the design process. |
| **Leased Space**  
Space leased to the College that is included in the overall ASF calculations | **Project Program**  
Same as a Program Document |
| **LEED**  
Leadership in Energy and Environmental Design | |
| **Maintainability**  
The ability to preserve a facility in a serviceable, usable condition, free from failure or defect. | |
| **Modernization**  
Facility modification to update functional features to meet contemporary standards. | |
| **NAS**  
Natural & Applied Science | |
Relocatable Modular Building
Relocatable Modular Buildings are DSA pre-approved structures, which are intended to be temporary in nature. These structures are 24’ x 40’ modules that can be constructed as a stand-alone building or joined to provide a more spacious facility.

Renovation
Facility modification to refurbish the fit and finish of the space.

Realignment
Rearrangement or reorganization of the functional utilization of a space.

Room Use Categories (Examples)
- **Classroom**: A room used for classes that do not require special purpose equipment for student use.
- **Class Laboratory**: A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation or practice in a field of study Laboratory.
- **Non-Class Laboratory**: A room used for laboratory applications, research, and/or training in research methodologies that require special-purpose equipment for staff and/or student experimentation or observation.
- **Office**: A room used by faculty, staff or student officers working at a desk (or table).
- **Conference Room**: A room that directly serves one or more conference rooms as an extension of the activities in those rooms.
- **Audio/Visual, Radio, TV**: A room or group of rooms used for the production and distribution of audio/visual, radio and TV materials, and for the operation of equipment.
- **Exhibition**: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.
- **Meeting Room**: A room primarily used for a variety of non-class meetings.

STEM
Science, Technology, Engineering and Mathematics

Sustainability
1. Utilization of products and materials that are considered to be renewable resources.
2. Utilization of an energy source that is generated by means of renewable resources, such as solar, wind or hydroelectricity.

Swing Space
Space that is utilized for the temporary relocation of classrooms, labs and offices that have been displaced due to construction activities.

Space Inventory
Annual facility survey to establish an inventory of Assignable Square Feet for the campus.

TCO
Total Cost of Ownership

VAPA
Visual and Performing Arts

Wayfinding
The act of providing a comprehensive signage program that directs a person from any given point to a desired destination. The critical feature of this program is to clearly describe the accessible path of travel for disabled persons.
Source Material

Information collected in compiling the data cited in this Plan was gathered from the following sources:

- Cabrillo College Educational Master Plan Update 2015
- Cabrillo College 2009 Space Allocation Concept
- Cabrillo College 2013 Educational Master Plan
- Cabrillo College 2013 Facility Master Plan
- Cabrillo College 2013 Space Inventory
- Cabrillo College Five Year Plan
- Cabrillo College 2012 Technology Plan & Program Review

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