

Focus Area 7: Developing a facilities master plan and a safety plan for all locations

For more than three decades, Granite State College has had a continuing presence in multiple communities throughout the state in support of its access mission. Until recently, all of the space was leased in order to provide the College with the flexibility to move to locations where there was a market and a compelling need for educational services. While individual facilities may have changed in certain communities, over time the College has continued its presence in the northern, western, eastern, and southern parts of the state.

Exhibit 7.1 History of GSC Facilities

At present, the College has approximately 48,000 sq. ft. of space in nine different locations. There are four regional, full service centers located in Claremont, Concord, Conway, and Rochester. These regional centers are geographically in the northern, southern, eastern, and western quadrants of the state. Each of these centers has dedicated classrooms for teaching and an instructional computer lab. Office space exists for one or more advisors, a faculty coordinator, outreach coordinator, administrator, and for operating staff. Additional space is available for student support services, faculty support, and occasionally for additional administrative staff. With the exception of Conway, each of these locations occupies leased space for a period of not more than ten years. The GSC facility in Conway, purchased in 2006, is an owned condominium that is part of a recently created technology village that houses start up businesses as well as the Mount Washington Valley Economic Council. This arrangement provides for a rich partnership between the educational and business communities.

Exhibit 7.2 Current Description of Facilities

As part of the President's Consolidation Plan, sites in Berlin, Littleton, Lebanon, Manchester, and Portsmouth have been scaled down in size for efficiency and for financial savings. In December 2005, officials from the University System of New Hampshire and the Community College System of New Hampshire signed a Memorandum of Understanding (MOU) that led to co-locating Granite State College facilities in Berlin and Littleton, New Hampshire. The Berlin space is located on the campus of White Mountains Community College (WMCC) and consists of an office for advising and student support services. Ample instructional space is provided by WMCC at this location. In Littleton, GSC is housed within the Littleton Learning Center. This center is leased by WMCC and GSC has an advising/student support office. While instructional space is limited in this facility, current arrangements are adequate for the near term. The Gregg Safety Academy, a grant-supported videoconferencing project for police training, is also housed in this center and may be used as an additional instructional space when not being used for its own purposes. Both the Berlin and Littleton locations are administered through a MOU between GSC and WMCC. It should also be noted that this same MOU covers space in Conway where the WMCC is co-located with GSC.

Exhibit 7.3 President's Consolidation Plan

Exhibit 7.4 Memorandum of Understanding between GSC and WMCC

In July of 2007, Granite State College co-located with Franklin Pierce University (FPU) in West Lebanon, NH. In this facility, GSC has two offices for advising and student support services and also shares some administrative space. Ample instructional space is provided by FPU. This co-location is also administered through a memorandum of understanding.

Exhibit 7.5 Memorandum of Understanding between GSC and FPU

In Portsmouth, Granite State College has reduced the amount of space that it has leased from the Pease Development Authority as part of the consolidation plan. Although Granite State College is currently sharing instructional space in Manchester with Keene State College, we are examining possible downtown locations as options for the future.

For most of its thirty-six years, Granite State College has also rented course specific space in a number of communities. Examples include a continuing agreement with the Currier Museum of Art in Manchester to conduct fine arts courses and conducting courses on the Isles of Shoals during the summer. Granite State College may offer as many as 25-30 community-based courses over the period of an academic year at various state, municipal, and private organization locations.

Exhibit 7.6 Facilities Agreement with Currier Museum of Art

Elements of the Facilities Plan

There are three components of the GSC Facilities Plan recently approved by the Executive Committee of the College. The first component provides a College-wide analysis of instructional and non-instructional space. The second part contains a comprehensive Safety Plan. The third section presents facility related goals, objectives, and strategies for the future that are integrated into the 2009-2019 College Master Plan.

Exhibit 7.7 Facilities Master Plan

College-Wide Analysis of Existing Space

Whether leased, owned, or co-located, facilities are primarily used to provide instruction, offer student support services and house administrative and operating staff. Instruction primarily occurs on Monday through Thursday evenings and on weekends. Space is available to public and not-for-profit organizations when feasible. A Facility Use Agreement is required in these instances.

Exhibit 7.8 GSC Facility Use Agreement

As growth in online course sections has increased, a corresponding decrease in the number of face-to-face sections offered at all of our centers has occurred. From fiscal year 2005 to fiscal year 2008, the number of center-based sections has decreased from 597 to 393 while the number of online sections has increased from 79 to 186.

An analysis of our current space completed in August of 2008 has led to the following findings:

- GSC facilities are in compliance with local, state, and federal codes and regulations. All are ADA compliant although the current Rochester facility does not have elevator access to the second floor. Thus, adjustments are made for both instructional and non-instructional services for students with physical disabilities in that center.
- GSC leased facilities are in various states of repair ranging from fair to very good condition. The GSC owned facility is in excellent condition.
- While co-location has resulted in financial savings, more detailed operational procedures need to be defined for institutions sharing classroom and administrative space.
- GSC instructional space is generally underutilized. Its office and support spaces are varied.

Safety Plan

The College's Executive Committee approved a Safety Plan in December 2008. This plan was an integral component of the Facilities Master Plan that was approved by the Executive Committee in January of 2009. The Safety Plan was guided by three basic principles: 1.) Create a safe teaching, learning, and working environment for the GSC community; 2.) Establish a prudent, practical, and consistent response to safety related incidents and events; and 3.) Restore and maintain business continuity in the aftermath of an emergency.

Exhibit 7.9 GSC Safety Plan

The Safety Plan addresses the following areas:

- Mission, Strategic Plan, and Guiding Principles
- Direction and Coordination
- Safety and Security Policies in Regional Centers and Sites
- Criminal Acts
- Firearms
- Emergency Closures
- Emergency Notification Plan
- Incident Reports
- Annual Safety Report
- Pandemic Plan
- Assessment and Review

While having a plan is important, it is imperative that there be education and training about the plan and the Director of Facilities, Safety, and Sustainability will assume this responsibility.

Exhibit 7.10 Job Description for Director of Facilities, Safety, and Sustainability

Goals, Objectives and Strategies for Providing a Supportive Physical Environment

As part of the master planning process, six planning areas were defined. They include Student Success, Personnel and Human Resources, A Supportive Physical Environment, Effective Use of Technology, Community and Organizational Partnerships, and Financial and Enrollment Management.

Exhibit 7.11: Granite State College 2009–2019 Master Plan

Listed below is Master Plan Goal 3 with objectives and strategies that represent the long-term facilities plan for Granite State College.

Goal 3: Granite State College will acquire and maintain facilities, furnishings, and equipment that provide the best learning and working environment for our students, faculty, staff and other constituents. The College will actively promote recycling and the use of sustainable resources.

Objective 3.1: The College will purchase academic/administrative centers in regions of the state that will adequately serve constituents in the north, south, east, west, and central parts of the state.

Strategy 3.1.2: Determine location of these purchased regional centers through real estate market analysis and strategic planning of future enrollment trends.

Objective 3.2: The College will establish co-located academic facilities with the Community College System of New Hampshire (CCSNH), University System of New Hampshire (USNH), private colleges and with other entities in order to create efficiencies, avoid unnecessary program duplication, reduce operating costs and maximize revenues.

Strategy 3.2.1: Determine appropriate communities and sites for co-location opportunities.

Objective 3.3: The College will expand access to underserved communities in New Hampshire.

Strategy 3.3.1: Identify underserved communities, the array of services that are needed and our capacity to meet those needs.

Objective 3.4: The College will be in the forefront of environmental sustainability in all of its facilities and operations for non-residential institutions of higher education.

Strategy 3.4.1: Form a cross functional "Green Team" to raise awareness and create best practices for environmentally friendly operations.

Objective 3.5: The College will enhance its commitment to provide safer and more secure facilities.

Strategy 3.5.1: Implement early warning emergency notification systems and comprehensive training programs that are essential elements in creating and maintaining a safe and secure workplace environment.

Strategy 3.5.2: Review and update incident reporting process and annual crime and safety report policy.

Like other units, the facilities team will develop a short term departmental plan. It will be guided by the results of the formal assessment of the 2006-2009 Strategic Plan as referenced in Focus Area 2 of this report and be consistent with the College's ten-year Master Plan.