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I. Executive Summary

The master plan for Oregon Coast Community College is being developed in three phases. The first phase of the process was designed to identify program needs and to assess existing facilities and their ability to meet these needs.

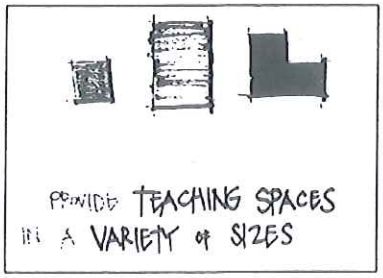
The second phase of the planning process explored different site alternatives and evaluated these sites for suitability. Sites investigation was intended to identify potential properties. These sites are not necessarily on the market at this time.

The planning team met with members of the Community Advisory Committee, faculty, students, staff and administration to identify long term goals for the master plan and potential directions for program growth and development. These discussions resulted in the list of ideas contained in the Appendices of this document.

A. Assumptions

- The college intends to pursue a bond issue for development of college facilities. The bond issue could go before the voters in November 2000.
- The college will maintain a presence in Newport, Lincoln City and Waldport. It will also provide access to east county.
- The college predicts growth in the student population. The student population is expected to be 800-1000 FTE by the year 2010.

B. Goals



- Provide more space at the college to accommodate program offerings and support community use.
- Accommodate future student enrollment growth.
- Meet the need for specialized training in the community.
- Improve the delivery of service for basic academic programs (math, science, English, etc.) by providing appropriately sized and equipped instructional spaces located at the central campus.
- Improve library facilities.
- Improve the linkage with the K-12 system.
- Provide programs in the arts.
- Provide flexibility in program offerings.
- Provide for accessibility at facilities (including vision-impaired).

- Meet the needs of the elderly population.
- Provide programs that will attract young people and encourage them to stay in the area.
- Create a strong college identity to increase the awareness of the college in the community.
- Strengthen the linkage with public transportation.
- Provide flexible facilities that can expand and change over time.
- Provide for school, community and business interactions
- Encourage and create opportunities for community partnerships
- Create teaching spaces in a variety of sizes.
- Tie the school together with art.

C. Needs

Tabulation of programmatic needs:

Assignable Spaces	Programmed
Academic	
Learning Clusters	10,860
Science Cluster	6,950
Art Cluster	3,940
Conference/Media	10,220
Skills Center	3,400
Library	5,380
Physical Education	9,150
Tech Ed	6,750
Administration	
Presidents Office	1,440
Business Office	1,100
Other Administrative Functions	640
Administrative Support	3,275
Academic Support	260
Physical Plant	1,860
Student Services (Student)	1,600
Student Services (Administrative)	1,500
Student Activity/Dining	
Student Activity	1,850
Dining	3,260
Total Assignable	***73,435***
Total Building GSF	***115,464***

*Other site elements that should be included in the new campus are: parking, open space and athletic fields.

D. Site Analysis

A list of twenty-two sites were identified as potential locations for the main campus. The analysis resulted in the following findings

- The college should develop a main campus that is located in the central part of the county, preferably in the vicinity of Newport.
- The college should continue to have satellite facilities in North and South county. Depending on the location of the main campus, the development of both satellites may not be required.
- The main campus site would ideally be 30-40 acres to accommodate buildings, parking, open space and fields. The availability of land may make it difficult to meet this criteria. It is critical that the site meets building and parking requirements. It is important that the site also provide open space for the campus. Development of sports fields was considered desireable but not mandatory. Fields could be located remote from main campus.
- All college facilities should be accessible and convenient to public transportation.
- Nine sites are considered feasible and should remain under consideration by the college.
- A preferred site was selected by the advisory committee. It is the Bunn property, located in South County. It is 20 acres, has convenient access to highway 101, is relatively level, is in an appropriate development zone and is currently for sale.
- Two other sites were identified as viable alternatives: Iron Mountain/Gallagher property and the current downtown Newport area.
- Site options for North and South county should be explored in future phases of the planning process.

E. Cost Analysis

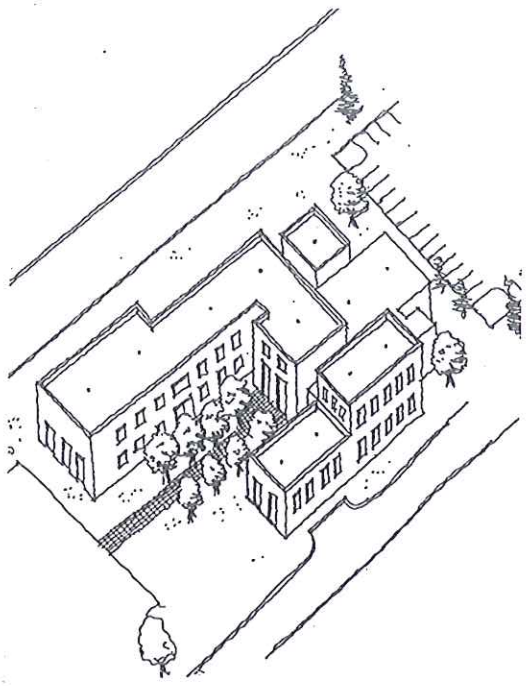
Costs for the purchase and development of land are approximate until a definate property is identified. This investigation revealed the following:

- Cost for land and infrasturcture will range between $1,000,000 to $3,000,000 based on the assessed value of the properties investigated.
- Construction costs for the building(s) are estimated to be $150 per square foot of building. Total building cost for the main campus based on this figurewould be 17.5 million dollars.

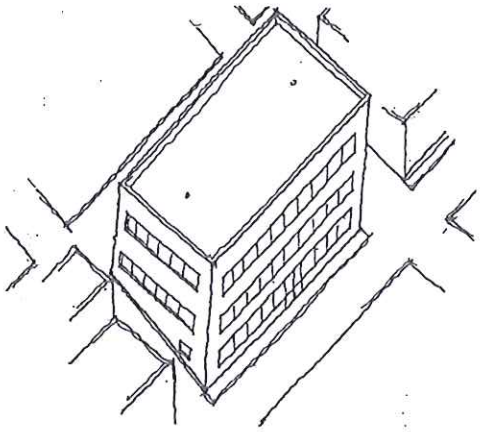
- Project costs include items such as: fees, moving costs, furniture, equipment, taxes, survey, soils investigation, welands investigation and other associated costs to fully develop the property. These costs are estimated to be 35%-40% of the building construction cost.
- All cost figures listed are based on todays construction cost. Building, land and project costs escalate 4-5% per year.

F. Project Diagrams

Preliminary studies of campus configurations were done to develop an understanding of departmental relationships and site requirements. See Section VII Project Diagrams for more detailed information.



The diagram on the upper right represents a potential campus character for the Gallager and Bunn Properties. In both instances, the campus is assumed to be a two-story structure, with all program elements in one building. The program will fit on both properties. The Bunn property is large enough to accommodate some outdoor fields.



The diagram on the lower left was developed for the current downtown campus location. A three-story structure would be required to house all of the college programs. Parking could not occur on site. A total of approximately 600 parking spaces are required to meet the needs of the college. Alternative transportation and parking arrangements would be necessary in the downtown setting in order for the college to function.

II. Mission and Goals

A. Mission Statement

"Oregon Coast Community College provides personalized service:

For Individuals: Programs for adults of all ages & economic levels; learning opportunities for personal growth and self-worth; transfer, vocational, and community education classes throughout the county; local college educational alternatives for young people; continuing education; tuition and fees at reasonable levels; scholarship and grant opportunities.

For Business and Industry: Small business assistance; Educational support for economic development; partnerships with local organizations; programs to upgrade employee skills; family-wage jobs.

For Community: Cultural enrichment; local resource utilization; focus on higher education degree programs; development of human resources within the county; community service.

As a comprehensive community college, with local direction from an elected Board of Education, Oregon Coast Community College provides for quality education to county residents. It is a publicly-funded two-year college and derives its accreditation from its contracting college."

B. Board Goals

The following goals were developed by the college board of directors and president in 1997.

- OCCC will proactively anticipate and provide for meeting the community's educational, technical and cultural enhancement needs.
- OCCC will ensure consistent, long-term funding by anticipating and maximizing limited federal, state and local resources and pursuing creative avenues of funding for anticipated programs.
- OCCC will develop creative strategies for communicating and marketing the opportunities and successes of the College.
- OCCC Board Members, Faculty and Staff will develop and implement strategies for improving internal communication.
- OCCC Board Members, Faculty and Staff will maintain and enhance their contacts with other Boards and Community organizations.

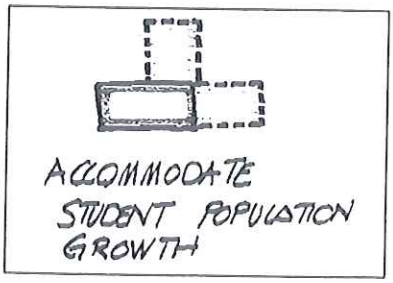
- OCCC will recognize quality educational services that are cost effective and have relevance to personal goals/improvement; self-sufficiency; cultural enrichment; and applicability to the changing world.
- OCCC staff in cooperation with OCCS and other community colleges will devise a valid educational program evaluation system.
- OCCC will develop and implement a comprehensive staff development system for administrative staff, full-time faculty and part-time faculty.

C. Area Trends/Characteristics

- Lincoln County has a diverse socio-economic population.
- The Oregon coastal community residents prefer a relaxed life-style.
- The population in the county tends to be well educated and talented.
- There are a variety of pocket communities within the county with different characteristics.
- The community tends to be very friendly.
- The county has a very competitive business climate.
- There is conflict in the community about its identity relative to the tourist economy.
- The cost of a four-year college education is increasing. This will lead to more students attending community college.
- The county population is expected to increase in the future.
- There are a number of population segments in the county.
- The county population will be older on average in the future.
- Recent high school graduates tend to leave the community due to the perceived lack of opportunities in education, recreation and employment.

D. Planning Goals

- Provide more space at the college to accommodate program offerings and support community use.
- Accommodate future student enrollment growth.
- Meet the need for specialized training in the community.
- Improve the delivery of service for basic academic programs (math, science, English, etc.) by providing appropriately sized and equipped instructional spaces.



- Improve the linkage with the K-12 system
- Provide programs in the arts
- Provide flexibility in program offerings
- Provide user-friendly facilities by adhering to state building codes and the Americans with Disability Act Guidelines (ADAG).
- Provide accessible transportation
- Meet the needs of the elderly population, which include: accessibility, variety in program offerings, self-improvement courses.
- Provide programs that will attract young people and encourage them to stay in the area, which include the ability to take college transfer courses, have areas for recreation and community, variety in course offernings.
- Create a strong college identity to increase the awareness within the community.
- Provide flexible facilities that can expand and change over time.

III. College Program

Oregon Coast Community College is located in Lincoln County. It maintains three campus facilities. The Central County Center is located in Newport and serves as the prime instructional, service and administrative center for the college. The North County Center in Lincoln City supports the instructional program for northern Lincoln County and houses the Small Business Development Center. The South County Center in Waldport serves the south county population. The college serves a student population of 540 FTE (full-time equivalent) and 3800 unduplicated headcount.

The college has been in operation since 1987. Its program offerings include the following:

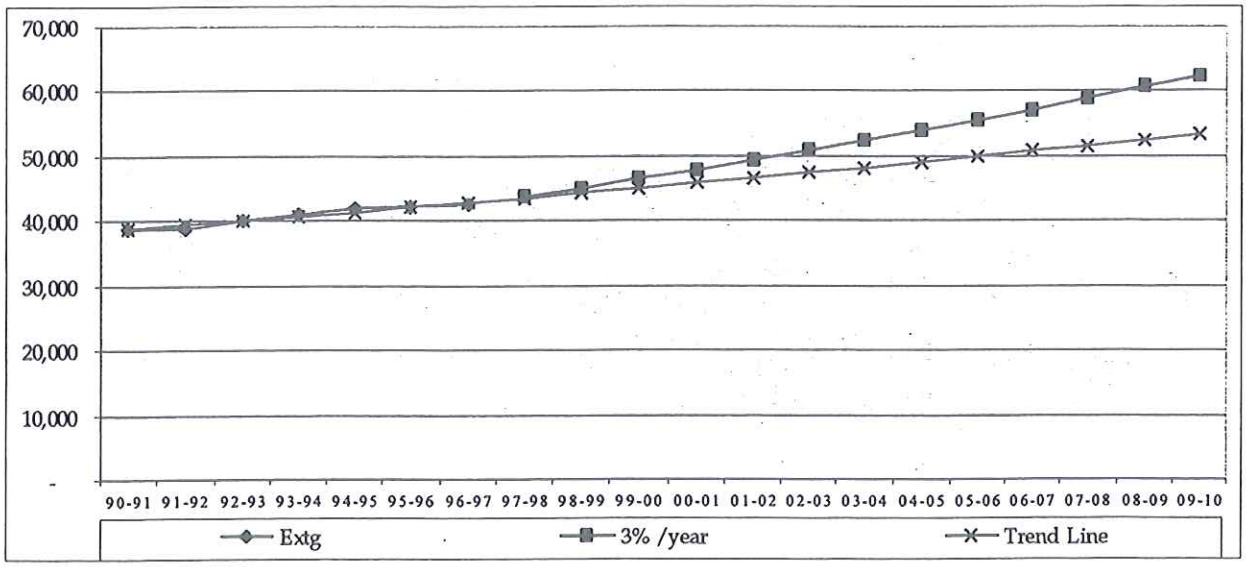
- Lower Division Collegiate courses which consist of Math, Science, Writing, Literature, Foreign Language, and Social Sciences.
- Professional/Technical offerings including Nursing, Emergency Medical Technology (EMT), Welding, Business Administration, Hospitality.
- Developmental Education offerings including Adult Basic Education (ABE), GED preparation, English as a Second Language (ESL), and basic skills preparation in reading, writing and mathematics.
- Community Education offerings include a wide variety of mostly non-credit courses, workshops and employee development activities.
- Small Business Development Center including one-on-one advising, workshops and other training opportunities and resource library materials.

The college also offers a series of support services to serve its constituents. It provides library facilities, including access to data bases, which are open to the public.

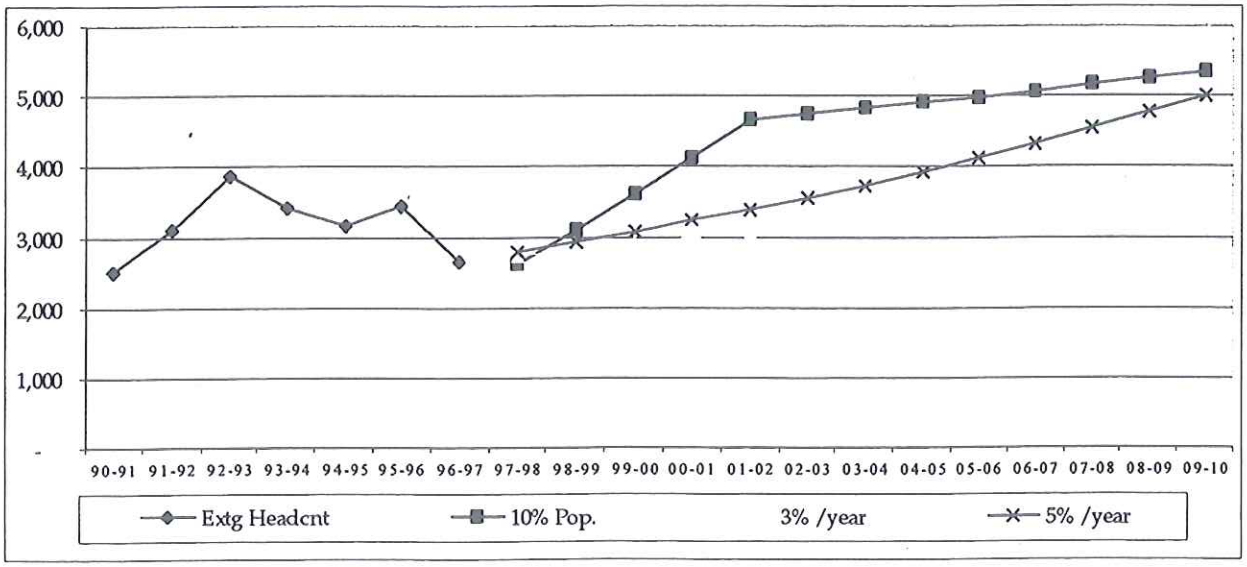
A. Analysis

The college has experience sporatic enrollment activity in recent years. Student FTE enrollment showed rapid growth in the 91/92 and 92/93 school years. Enrollment has since declined each subsequent year. The state as a whole had a decline in enrollment from a peak in the 92/93 year to a low in 94/95. While the state enrollment figures are now rebounding, Oregon Coast is just beginning to turn the corner with a 7% increase in Fall Term 1998 over Fall Term 1997. Two contributing factors may be the limited ability for the College to attract full time students and the lack of adequate space to house programs. Consistancy in schedule offerings was also identified as a weakness.

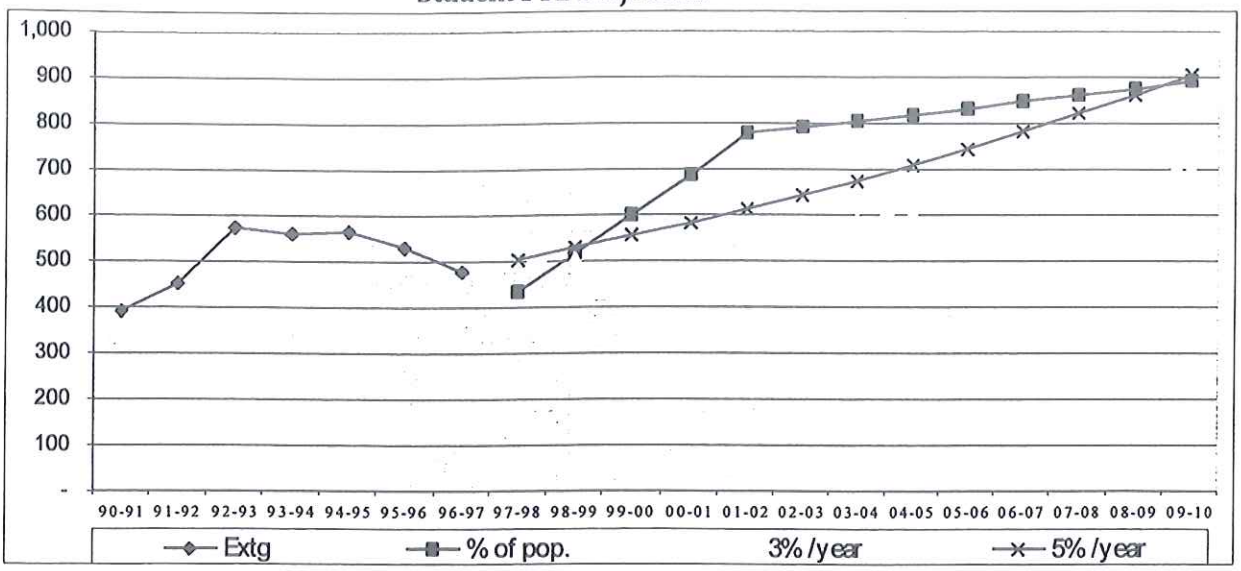
Population Projection



Student Headcount Projection



Student FTE Projection



Projections for future college enrollment assume a moderate increase in enrollment, ultimately with a student headcount population of approximately 10% of the county (consistent with the Oregon average. FTE enrollment is projected to be a percentage of the headcount, with approximately 1 FTE per 6 headcount students. Although the projections indicated reflect a "straight line" projection, it is anticipated that there would be some fluctuation in enrollment over time, with a trend towards growth.

B. Program Summary

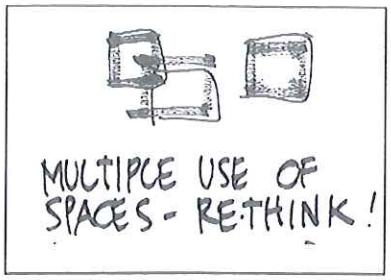
1. Goals

a. Program Description

- College transfer programs.
- Continuing education programs.
- Basic skills.
- Vocational (including vocational rehab.), trade oriented programs taking advantage of the coastal location.
- Expanded art offerings.
- Conference facilities.
- Distance education courses.
- Small business development.

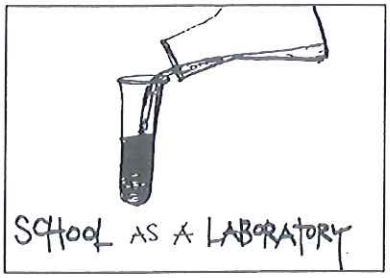
b. Development Objectives

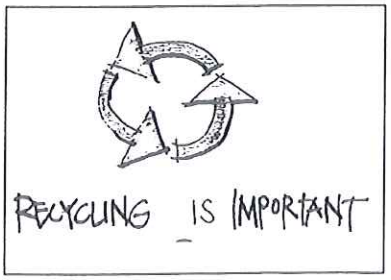
- Provide more space to accommodate program offerings and meetings.
- Create areas to support student life on campus.
- Consolidate student registration activities. Provide better service that is more convenient for students.
- Provide for shared use by the community. Zone the building to support evening and off-hour use of some parts of the facility.
- Handle growth in the Library of 1,000-2,000 titles per year. 20,000 titles in the 10-year plan. Also upgrades in data-bases.
- Provide more space in general at the North County Center.
- Develop a specialty at the college to take advantage of the location, for example: marine biology or other maritime related programs.
- Provide better service to South and East county residents.



c. **Planning Imperatives**

- Provide more space to accommodate program offerings and meetings.
- Dedicated student space, places to call their own.
- Separation of college functions from high school facility.
- Look towards cross-utilization of rooms for efficiency.
- Maintain the feeling of community on the campus.
- Flexibility in building design to allow for easy re-configuration of spaces.
- Provide for people using electric scooters with wide aisles, turning radii and height of materials for distribution and/or information.
- Create an environment that is site specific.





d. **Environmental Stewardship**

- Abundance of natural light.
- Since students are generally environmentally concerned, "green construction" would be preferred.
- Have the College fit in to the natural setting.
- Minimize removal of natural elements.
- Minimize the use of toxic materials in the building.
- Plant native materials in the landscape for instruction.
- Adequate heating and ventilation.
- Utilize the building and the site as a model for learning.
- Utilize wood materials from local area timber industry. (with assurance that materials are harvested in a responsible manner)
- Promote recycling at the college.
- Provide alternate or public transportation access.
- Utilize construction that is appropriate for the coastal environment, with adequate protection and weatherization.

2. Operational Criteria

a. Capacity and Scheduling

- There are three "Centers" in the county; this complicates the scheduling of courses.
- Class sizes limit the number of offerings that can occur.
- Winter night classes are difficult to access.

b Staffing

- Design configurations should consider the potential impacts to staffing requirements.
- Student Services: 1 director, 3 advisors, 1 testing coordinator, 1 registrar, 1 clerk
- Administrative Services: 1 president, 1 director of personnel, 1 director finance and administration, 1 registration clerk, 1 management assistant,, 1 grant writer, 1 network administrator, 3 accounting, 1 ABE/GED
- 5 full time faculty, 45-47 part-time faculty
- 1.5 FTE Library
- SBDC: 1 director, 1 management instructor, 1 part-time administrative assistant
- North County Center: 2 registration clerks (part-time), 1 director, 7-8 part-time faculty.

3. Functional and Space Needs

a. Technology and Instructional Delivery

- One quarter of the classes offered are basic skills courses.
- Breadth of offerings are not supported by depth in offerings. This is a limitation at the college.
- Networking and computer wiring to all spaces.
- Many classes are offered in lecture/lab format. Most classes meet once a week.
- Instructional delivery will change over the course of time. Satellite programs.
- More small group, hands-on programs in the future. Apprenticeship programs.
- GED testing twice a week at the main campus.

- Student services functions occur at all locations.
- Support community use: meeting spaces, common spaces, conferences, auditorium, lecture area, stage, easy to move in and out seating of 150 people, low stepped floor, friendly.
- Intensive mode of delivery (intensive sessions over a shorter period of time) works well for many programs and older students.
- Expanded capabilities in the Library for: networked computers, videotaped instructions, computer lab, media center.
- More areas for students including, lounge, intramural activities, study areas.

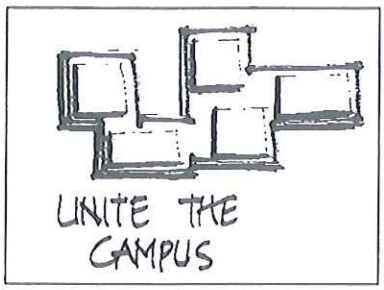
b. Issues and Future Trends

- Added PE and athletic space would help the college attract recent high school graduates.
- The county population is getting older. These students want to be challenged in their studies.
- The county population is expected to grow in the future.
- Daycare is needed; however this service may be cost prohibitive for the college.
- The Newport Parks and Recreation department is filling the niche for hobby classes, in Newport only.
- There will be more student organizations at the college in the future.
- On-line registration and a web site for student information is anticipated in the future.
- All classrooms are currently too small in size. Larger classrooms with tables and chairs are needed.
- The college may add a foundation and marketing department at some point in the future.
- Utilization of the high school for some college courses does not send the right message to college students.
- Business and industry see a need for more course offerings in trades, hospitality, health-related fields. landscaping automotive repair, and other service-oriented occupations.

- The college will always need to have a presence in other areas of the county.
- There is a need for dedicated science lab space at the college.
- The college has an image problem in the community. It is not visible enough.
- The cost of a four-year institution education is increasing. This should lead to more students going to community college their first two years in school.
- Economy has changed from the three major industries in the past.

c. Student and Staff Flow

- There will continue to be a need for shared use of instructional spaces.
- Improved flow for student services is required. Consolidate the registration process.
- There should be a separation between "public" and "private" areas of the college, so that the administrative work is less disrupted by general traffic.
- Administration should not be isolated from the flow of the campus.
- The college should be organized to encourage team building and interaction on campus.



d. Key Space Calculations

- There is testing for as many as 15 students at one time.
- Twenty-five students are the maximum class size.
- There are 5,000 titles in the library collection. It is anticipated that the collection will grow by approximately 1,000 titles per year.

e. **Adaptable Building Elements**

- There should be flexibility in the design of the campus to allow reconfiguration for changing traffic patterns and needs.
- There should be improved air quality in the building.
- There should be natural light to all the classrooms.
- Access to the outdoors should be provided, with the ability to teach or relax outside during nice weather (including usable space under trees).
- Shelving in the library should be flexible to allow for multiple configurations over time.

4. Design Criteria

a. **Space Program**

- Space for full and part-time faculty office space. Private space for student conferences.
- Classroom space for: general classes, seminars, small group study, distance education, science labs, high tech classrooms, ABE/GED.
- PE facilities including gym, weight room, aerobics, outdoor field space, and walking track.
- Conference and auditorium space
- Fine Arts studios: 2D & 3D. (There could be shared use or partnerships developed for use.)
- Industrial arts, fisheries, welding and trade oriented space (There could be shared use or partnerships developed for use.)
- Food Service facilities, student commons, faculty break room
- Library: stack space, student study space, computer workstations, computer lab, projection/presentation area, reserve collection, microfilm storage, work area for materials processing, circulation desk, group study rooms, media production room.
- Outside gathering spaces, smoking area.
- Student services, advising and financial aid, testing center, career center
- Administration, board room, financial office, deans office, reception

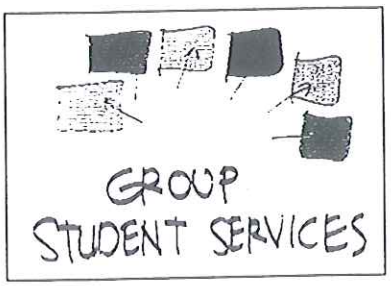
- Bookstore
- Facilities: warehouse, shop, shipping and receiving, security.
- Display space for student art
- Dedicated SBDC space for director, meeting, secretary assistant, and library/conference room.
- North County Center: director's office, larger front office, more testing space, lounge, computer classroom, and general classroom.

b. Special Equipment

- Provide an area where special accommodations can be made for disabled students. This area should be an integrated with the rest of the campus.
- Student access phones (with "universal design")
- Reader board (with "universal design")
- Dedicated room for Ed Net or similar service
- Tables and chairs for larger students.
- Information Kiosk (with "universal design")
- Safety shower and eye wash in science lab.
- Potential for high density shelving in the library in the future.
- Microfilm reader/printer

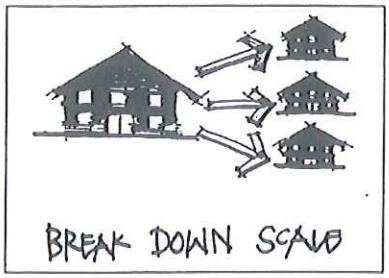
c. Relationships

- Classrooms should be arranged in a pod with 4-6 classrooms in a grouping.
- Cluster science rooms together for shared supplies.
- Library should be at the center of the instructional services area.
- Cluster student service functions together for ease in access for the students.
- Registrar, Dean of Instruction, Library, faculty offices and bookstore should be arranged like the spokes on a wheel.



d. Design and Image

- Take advantage of the local environment. The buildings should fit in to the landscape. Incorporate natural features into the design. Consider bringing the natural environment into the structures.
- Central quad area to create a sense of community for the students.
- The entrance to the campus should be an active area. Student services should be near the front door with all services within line of sight.
- Functionality should be the primary concern, followed by design.
- The buildings should be comfortable, friendly, accessible, convenient, affordable, and positive, a place to take pride in and a place where students want to come to learn.
- There should be covered connections between structures.



- The design should be efficient and economical.
- There should be multiple buildings to break down the scale of the building and to make it feel like a college campus.
- There should be clear wayfinding, including signage.
- The campus and buildings should feel open and inviting with lots of natural light.
- The buildings should be rustic and more natural in character (not concrete or stucco, which has a cold institutional feeling).

Program Central Campus

Program for 488 FTE

Revised 6/10/98

	Net Square Feet				Total
	rm	sp gen	nsf	sf/rm	sf
Instructional					
Learning Cluster					
Classroom	4	30 seats	26	780	3,120
Lecture/Workroom		70 seats	26	1,820	
Seminar/Conference	1	20 seats	26	520	520
Break-out	2	8 seats	25	200	400
Faculty office	7	1 rm	140	140	980
Part-time faculty office	1	1 rm	140	140	140
Administrative support	1	1 rm	120	120	120
Storage	1	1 rm	150	150	150
Cluster Subtotal					*5,430*
Cluster Total	*2*				*10,860*
Science Cluster					
Lab	4	20 seats	70	1,400	5,600
Preparation/ storage	1	1 rm	500	500	500
Storage	1	1 rm	150	150	150
Faculty office	4	1 rm	140	140	560
Part-time faculty office	1	1 sta	140	140	140
Subtotal					*6,950*
Art Cluster					
Lab	2	25 sta	70	1,750	3,500
Preparation/ storage	2	1 rm	150	150	300
Faculty office	1	1 rm	140	140	140
Part-time faculty office		1 sta	140	140	
Subtotal					*3,940*
Conference/Media					
Lecture/Auditorium (stage/back of stage area)	1	250 seats	20	5,000	5,000
Faculty workroom	1	1 rm	120	120	120
Conference		30 seats	26	780	
Distance Learning Classroom	1	75 area	28	2,100	2,100
Multi-media Classroom		30 area	50	1,500	
Computer classroom/lab	2	30 area	50	1,500	3,000
Subtotal					*10,220*
Skills Center					
ABE/GED	1	1 rm	800	800	800
Testing Center	1	1 rm	800	800	800
Tutoring Center	1	1 rm	800	800	800
Writing Lab	1	1 rm	500	500	500
Math Lab	1	1 rm	500	500	500
Subtotal					*3,400*

Program Central Campus

Program for 488 FTE

Revised 6/10/98

	Net Square Feet				Total
	rm	sp gen	nsf	sf/rm	sf
Library/Media Center					
Stacks	1	20,000 vol	0.14	2,800	2,800
Seating (open, tables, meeting rooms)	1	60 seats	30	1,800	1,800
Circulation	1	1 area	150	150	150
Office/Workroom	1	1 area	150	150	150
Media Storage	1	1 rm	200	200	200
Reference	1	1 area	100	100	100
Computer catalog	1	6 sta	30	180	180
Subtotal					*5,380*
Physical Education					
Gym	1	1 rm	6,000	6,000	6,000
Aerobics	1	1 rm	1,200	1,200	1,200
Weight Room	1	1 rm	1,000	1,000	1,000
Locker rooms	2	1 rm	350	350	700
Storage	1	1 rm	250	250	250
Subtotal					*9,150*
Tech Ed Classes					
Health Related	1	1 rm	1,500	1,500	1,500
Trades Labs	1	1 rm	2,500	2,500	2,500
Specialized training room	1	1 rm	2,500	2,500	2,500
Storage	1	1 rm	250	250	250
Subtotal					*6,750*
Administration					
Presidents Office					
Presidents Office	1	1 rm	180	180	180
Support staff	1	1 area	120	120	120
Board room	1	30 seats	25	750	750
Serving Kitchen	1	1 rm	150	150	150
Toilet rooms	2	1 rm	120	120	240
Subtotal					*1,440*
Business Office					
Director of Finance and Administration	1	1 rm	140	140	140
Payroll	1	2 sta	80	160	160
Cashier	1	3 sta	100	300	300
Accounts receivable	1	1 sta	80	80	80
Purchasing	1	1 rm	120	120	120
File storage	1	1 rm	300	300	300
Subtotal					*1,100*

Program Central Campus

Program for 488 FTE

Revised 6/10/98

	Net Square Feet				Total
	rm	sp gen	nsf	sf/rm	sf
Other Administrative Functions					
Foundation	1	1 rm	300	300	300
Grants	1	1 rm	140	140	140
Graphic Design		1 rm	140	140	
Human Resources	1	1 area	200	200	200
Subtotal					*640*
Administrative Support					
Future Administrative Office	1	1 rm	140	140	140
Copy Center	1	1 rm	300	300	300
Reception/PBX	1	1 rm	300	300	300
Mail room	1	1 rm	250	250	250
Staff lounge	1	15 seats	25	375	375
Computer Services	1	1 rm	800	800	800
Copy/work room	1	1 rm	150	150	150
Storage	1	1 rm	300	300	300
Communication systems hub, service rooms	1	1 area	400	400	400
Waiting	1	4 seats	25	100	100
Administrative Conference rooms	1	12 seats	25	300	300
Subtotal					*3,275*
Academic Support					
Vice President office	1	1 rm	140	140	140
Support positions	1	1 rm	120	120	120
Subtotal					*260*
Physical Plant					
Director office	1	1 rm	140	140	140
Assistant office	1	1 rm	120	120	120
Building maintenance	1	1 area	600	600	600
Grounds	1	1 area	400	400	400
Custodial	1	1 area	600	600	600
Subtotal					*1,860*
Student Services					
Student Oriented Functions					
Counseling	1	1 area	200	200	200
Financial Aid	1	1 area	300	300	300
Career Center	1	1 area	500	500	500
Disabled Services		1 area	200	200	
Grant Supported Programs (LIT, JOBS, etc)	2	1 area	300	300	600
Subtotal					*1,600*

Program Central Campus

Program for 488 FTE

Revised 6/10/98

		Net Square Feet			Total
	rm	sp gen	nsf	sf/rm	sf
Administrative Oriented Functions					
Admissions/Records/Registration	1	1 area	600	600	600
Shared support-file storage,workroom, etc.	1	1 area	600	600	600
Grant Supported Programs	1	1 area	300	300	300
Subtotal					*1,500*
Student Activity/Dining					
Student Activity					
Student Clubs	2	1 rm	150	150	300
Student Lounge	1	30 seats	25	750	750
Bookstore	1	1 rm	800	800	800
Subtotal					*1,850*
Dining					
Kitchen	1	1 rm	1,200	1,200	1,200
Servery	1	1 area	500	500	500
Dining	1	60 seats	18	1,080	1,080
Meeting room	1	20 seats	19	380	380
Vending area	1	1 area	100	100	100
Subtotal					*3,260*
Building Assignable Total					*73,435*
Building Support Spaces					
Mechanical Rooms and Shaft		4.00%			4,619
Electrical		0.50%			577
Telephone and Communications		0.30%			346
Toilet rooms		1.00%			1,155
Janitors Closet		0.30%			346
Recycle Stations		0.30%			346
Circulation		18.00%			20,784
Stairs and Elevators		4.00%			4,619
Interior/Exterior Walls		8.00%			9,237
Subtotal					*42,029*
Total			***64% efficiency***		***115,464***

GSF/SFTE	237
ASF/SFTE	151

Program North Satellite

Program for 150 FTE

	Net Square Feet				Total
	rm	sp gen	nsf	sf/rm	sf
Learning Cluster					
Classroom	3	25 seats	26	650	1,950
Computer room	1	25 seats	50	1,250	1,250
Seminar/Conference	1	20 seats	26	520	520
Faculty office	1	1 rm	140	140	140
Part-time faculty office	2	1 rm	140	140	280
Storage	1	1 rm	150	150	150
Cluster Total					*4,290*
Art					
2D/3D Studio	1	25 sta	70	1,750	1,750
Subtotal					*1,750*
Physical Education					
Aerobics	1	1 rm	1,200	1,200	1,200
Subtotal					*1,200*
Administration					
Front Office					
Directors office	1	1 rm	160	160	160
Support staff	1	1 area	120	120	120
Copy/work room	1	1 rm	150	150	150
File storage	1	1 area	120	120	120
Storage	1	1 area	150	150	150
Waiting	1	4 seats	25	100	100
Staff/Student lounge	1	15 seats	25	375	375
Subtotal					*1,175*
SBDC					
Directors office	1	1 rm	160	160	160
Support staff	1	1 area	120	120	120
Conference room	1	20 seats	20	400	400
File storage	1	1 area	50	50	50
Storage	1	1 area	100	100	100
Waiting	1	2 seats	25	50	50
Subtotal					*880*
Building Assignable Total					*9,295*

Program North Satellite

Program for 150 FTE

	Net Square Feet			Total
	rm	sp gen	nsf	sf/rm	sf
Building Support Spaces					
Mechanical Rooms and Shaft		4.00%			585
Electrical		0.50%			73
Telephone and Communications		0.30%			44
Toilet rooms		1.00%			146
Janitors Closet		0.30%			44
Recycle Stations		0.30%			44
Circulation		18.00%			2,631
Stairs and Elevators		4.00%			585
Interior/Exterior Walls		8.00%			1,169
Subtotal					*5,320*
Total		***64% efficiency***			***14,615***
GSF/SFTE					97
ASF/SFTE					62

Program South Satellite

Program for 113 FTE

	Net Square Feet				Total
	rm	sp gen	nsf	sf/rm	sf
Instructional					
Learning Cluster					
Classroom	2	25 seats	26	650	1,300
Computer room	1	25 seats	50	1,250	1,250
Part-time faculty office	1	1 rm	140	140	140
Storage	1	1 rm	100	100	100
Cluster Total					*2,790*
Administration					
Front Office					
Directors office	1	1 rm	140	140	140
Support staff	1	1 area	120	120	120
File storage	1	1 area	50	50	50
Storage	1	1 area	100	100	100
Waiting	1	4 seats	25	100	100
Staff/Student lounge	1	8 seats	25	200	200
Subtotal					*710*
Building Assignable Total					*3,500*
Building Support Spaces					
Mechanical Rooms and Shaft		4.00%			225
Electrical					30
Telephone and Communications					30
Toilet rooms					100
Janitors Closet					50
Recycle Stations					
Circulation		18.00%			1,012
Stairs and Elevators		4.00%			225
Interior/Exterior Walls		8.00%			450
Subtotal					*2,121*
Total			***62% efficiency***		***5,621***
GSF/SFTE					50
ASF/SFTE					31

IV. Facilities Analysis

A. Inventory

The College currently leases all its facility space. Lease holdings include the following.

Building	GSF
North County Center	3,200
Central County Center	9,800
South County Center	550

B. Condition Assessment

The facilities evaluation is organized by facility: Central County, North County and South County centers. Each facility is described in summary. Then deficiencies and recommendations are listed under building systems and special concerns.

1. Central County Center, Newport

- Constructed prior to 1930
- 2-Story, 9,800 gross square feet, excluding exit enclosures on west side
- Concrete foundation and bearing walls, wood floor and roof: Type III-N or V-N
- History of retail use: the College leases the entire building

Foundation and Structure

- Water leaks through the south wall. The landlord is attempting to correct these.
- Seismic evaluation was not completed. We assume the roof and floor connections to walls are not adequate for current and impending seismic design requirements. The lateral capacity of the floor and roof should be evaluated by a structural engineer. The east wall and the bow trusses should also be evaluated.

Exterior Closure

- Exterior insulation and finish system is failing in several ways. The finish is delaminating from the insulation. Sealant joints were not correctly installed and are leaking, particularly at windows. Reinforcing mesh is exposed where there is inadequate finish. There are several detail conditions which are prone to leakage. The entire EIFS should be removed and replaced.

- North wall is painted concrete; the paint is failing. North wall should be stripped and repainted with an elastomeric coating.
- Copings (flashing at top of walls) have short faces that are not sealed to face of wall. They are a probable source of leaks and should be sealed.
- Windows leak at their perimeters. This is probably due to sealant joint failure discussed in item 2a.
- Sliding windows are very difficult to operate.
- Windows are single glazed aluminum frames without a thermal break. It is difficult to assess if they are a source of significant condensation because the damage from external leaks.
- Rear (west side) exit is rusting and hardware should be replaced.

Roof

- Roofing is an uncoated asphalt flood coat over built-up plies. It appears to be about 20 years old. Cracking and alligatoring are prevalent. The roof should be recoated with asphalt emulsion and an aluminum coating should applied.
- Roof side of parapet walls are covered with coated asphalt felts. These are old and holed. They need to be restored or replaced.
- The roof drains to two scuppers throughout the west parapet. It appears to be working well.
- Two small vents through the roof are too short and not properly flashed.
- One damaged and rusted furnace vent should be replaced.
- Insulation consists of six inch fiberglass batts with paper vapor retarder at bottom cord of bow truss. This is minimal. The vapor retarder is ineffectual. The attic formed within the truss is not vented. This inefficient system is probably best left as is. The condition of the trusses should be monitored yearly.

Interior Construction

- Second floor underlayment is deteriorating in places and needs to be replaced.
- Interior finishes are in good condition except where there has been water damage from wall and roof leaks.
- Acoustic separation between classrooms could be improved at partitions above ceilings.
- Window casings and sills need repair due to water damage.

- First floor corridor appears to comply with requirements for one-hour fire resistive corridor walls.
- Second floor corridor walls and doors are not rated. (see fire/ life safety below)

Plumbing

- Past sanitary drain problems have been resolved. Plumbing system is reported working well. However, the system relies on a sump and single pump. It would be best to replace with a duplex pump unit.
- Number of water closets for females is half that required by current code, but compliant with the code in effect when construction occurred. No remedy is recommended.

Heating, Ventilating and Air Conditioning

- Second floor is heated by two gas fired unit ventilators located within the bow trusses. The floor is divided roughly between them. Temperature control is necessarily very poor.
- A cooling ventilator also serves the large second floor classroom in the southeast corner. Its condenser is located on the roof. This unit is in good operating condition.
- The first floor is heated and cooled by a single zone, gas fired ventilating unit. Both cooling and heating temperature control is very poor.
- The cooling capacity is roughly half what is required for full comfort.
- Data and telephone equipment room is not ventilated and includes the hot water heater. Cooling is needed in this room for protection of equipment.

Power and Lighting

- Each floor has separate power service and 200 amp panels.
- Power distribution to offices and classrooms is not adequate for current electrical equipment needs.
- Lighting appears adequate.

Fire and Life Safety Systems

- There is no fire protection system (sprinklers). The second floor is code compliant, but the first floor is questionable.
- Occupancy of the first floor without fire protection seems to have been allowed by accepting the west exit as a substitute for an opening in the western half of the south wall.
- There is a central fire alarm connected to pull stations and alarm horns. Smoke detectors are independent. There are no visual alarms (strobes).
- The second floor corridor should be upgraded to one-hour

fire resistive corridor construction. The theoretical occupant load is 85 on the second floor.

- The stairs need not be enclosed. However, until the second floor corridor is improved to one-hour construction, the stair should be closed with a fire rated door. This will help maintain the first floor corridor protection.
- There are adequate exits on both floors. However, there are accessibility problems.

Site

- Seventeen parking spaces are included with the lease. They are located west and north of the building in an asphalt paved lot. The lot slopes more than 5%.
- Parking in this area of Newport is crowded.
- First floor has excellent pedestrian access from the Coast Highway.
- Second floor has good pedestrian access via the boardwalk in front of the adjacent building to the southwest.

Accessibility (ADA), beginning with the site and moving inward

- The building lease does not include accessible parking.
- There is no accessible loading zone. There doesn't appear to be a place to build one.
- Both main entrances are accessible from the immediate area around them, but the route between them is not accessible. From a disabled person's point of view, this building is an island with two docks, but no way to land without assistance.
- There is no elevator or lift between floors. The exterior route, although possible, is not accessible and not desirable.
- Lever handles should be installed on doors.
- Accessible toilet rooms are provided for both sexes on both floors.
- Transaction counters do not include a lower section for students in wheel chairs.
- Visual fire alarms (strobes) should be installed in all "common use" rooms.

Hazardous Material

- To be determined

2. North County Center, Lincoln City

- Constructed about 1986
- College leases 3,200 square feet on 2nd floor
- 2-Story, about 30,000 gross square feet
- Concrete foundation and retaining walls, wood floor and roof: Type V-N

Foundation and Structure

- Severe rusting of exposed beam-column connectors.
- Light floor system "feels" too lively. There is no sound deadening in floor system.

Exterior Closure

- Exterior finish and insulation system (EIFS) appears in good condition but was poorly installed and detailed. There were failures in the past.
- Windows are a light commercial storefront system with single glazing. No signs of failure or excessive condensation.

Roof

- No sign of leaks. Underside of roof is insulated with R-30 or R-38 fiberglass batts with FS-25 vapor retarder; appears in good condition.

Interior Construction

- Gypsum board partitions and gypsum board ceilings, exposed pipes and ductwork, suspended light fixtures are functional and easy to maintain.
- Computer classroom seems too acoustically lively and could use some sound absorbing surfaces.
- Interior doors and hardware are residential/light commercial grade. They are functional but will probably require maintenance/replacement soon.

Plumbing

- There are two toilet rooms that appear in good working order.

Heating, Ventilating and Air Conditioning

- There is one gas fired unit ventilator located above the women's toilet room ceiling. It is controled by one thermostat. Heat output is adequate, but temperature control is uneven.
- There is no cooling.

Power and Lighting

- There is a 225 amp distribution panel in Classroom #1. 18 circuits are in use. There are 26 spaces and no spares.
- Commonly experience harmonic feed-through from other tenants. Remodel of the building's main distribution panel could isolate the College spaces from other heavy loads in the building.
- Lighting is simple but adequate; not ideal for computer work.

Fire and Life Safety Systems

- Building is fully protected with sprinklers.
- There is a fire alarm system with pull stations, but could not locate a horn. There are no strobes. Smoke detectors are independent units.
- The lease space is a code compliant suite with a theoretical occupant load of 84 people. We assume the devising walls are one-hour fire resistive.
- Arrangement of exits (the two east entrances are 31 feet apart) is less than required. Apparently the cross-corridor door in the east corridor is substituted for adequate separation of exits. This door should be kept closed.

Site

- Plenty of parking and good vehicle and pedestrian access.

Accessibility

- Parking, loading zone, and building access are good. The building elevator is directly across from the front entrance.
- There is good access to common use spaces.
- Lever handles should be installed on doors.
- Accessible toilet rooms are provided for both sexes on both floors.
- Transaction counters do not include a lower section for students in wheel chairs.
- Visual fire alarms (strobes) should be installed in all "common use" rooms.

Hazardous Material

- Based on the age of the building, this should not be of concern.

V. Site Analysis

A. Site Requirements

The following minimum requirements should be met in order to consider a site for the college. Ideally the site area would exceed these minimums in order to accommodate future unforeseen growth.

A minimum of 15 acres should be provided.

Areas for buildings

The main campus is expected to house 500 full time equivalent (FTE) students. The programmed square footage is 116,000 GSF. A two-story facility would required a building footprint of approximately 67,000 GSF. The land consumed by the building will consume more area based on building configuration, articulation and open space.

4 acres should be planned for building development.

Areas for parking

Parking should be convenient to campus buildings with adequate space for vehicular circulation and service access:

- Provide 1 space for each 1.4 FTE
- Parking for faculty and staff
- Adequate service, maintenance and delivery points.

Based on these assumptions, a total of approximately 680 parking spaces should be provided. Each car might take as much as 350-400 SF to account for circulation and landscape areas within parking.

6 acres should be planned for parking

Areas for site

Exterior spaces such as outdoor courtyards and athletic fields should be planned.

A total of 2 acres should be planned for open space and 5 acres for field development.

Additional land for future programs

Potential future programs or services could potentially require additional site area. It would be prudent to reserve space for these activities if possible.

A total of 2 acres should be planned for future services.

B. Site Descriptions

The purpose of identification of sites was to determine properties in the area of the required size, typical characteristics of these sites and costs that might be associated with development. Site information was gathered through a computer database, review with members of the advisory committee and information available through the College. Parameters for the search were the following.

- The site should be located in the vicinity of Newport, in order to be centrally located for the county
- The site should ideally be 30-40 acres to provide space for fields and outdoor space.
- The site should not be cost prohibitive for the college.

Exploration of potential sites quickly revealed a shortage of property in the ideal size range. The site search then expanded to include other options. The following sites were identified as potential locations for the College.

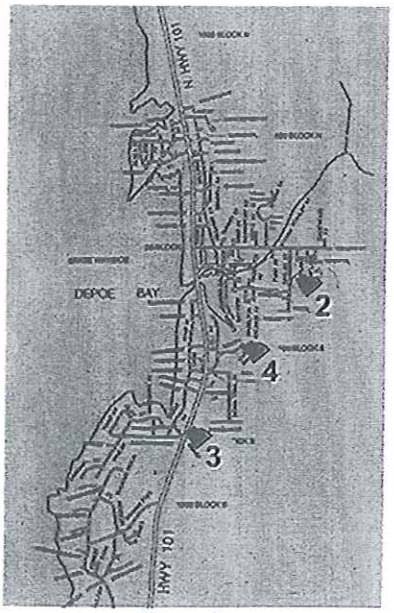
Newport Area

1. Iron Mountain Property

This site is located in the Iron Mountain area. It is zoned I-1 (light industrial) and is approximately 40 acres. This location will not be available for 20-30 years. The county landfill is located adjacent to the property. The site is currently utilized as a gravel pit; excavation of the property may leave significant reclamation costs for the college in the future.

1a. Gallager Property

This site is located in the Iron Mountain area. It is zoned I-1 (light industrial) and is approximately 15 acres in size. The land value is not known at this time. The site is near the Iron Mountain property and could function as a first phase development location, with future college expansion occuring on the Iron Mountain site.



Depoe Bay

2. Pyle Property

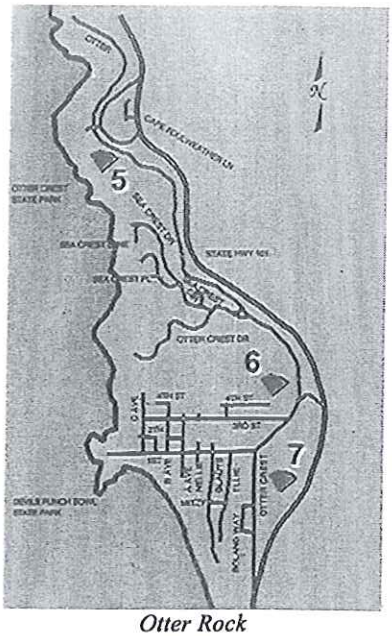
This site, owned by Katherine Pyle, is almost 20 acres in size and is located in Depoe Bay. It is in an R-2 zone (medium density single family residential) and has an estimated value of $90,000.

3. Wahl Property

The Wahl property is also located in Depoe Bay, *on Ainslee Street*. It is 21.24 acres and is in an R-4 zone (high-density multi-family residential). The land value is $240,000.

4. Craig Property

This site is the third option in the Depoe Bay area. It is owned by Robert Craig and is almost 20 acres in size. It is zoned R-4 and has a land value of $200,000.



Otter Rock

5. Yaeger Property

The Yaeger property, zoned R-1 (low-density single-family residential) and RC, is located near Otter Rock. It is 22.24 acres and is valued at $700,000. This site may be in a tsunami zone, and was eliminated from consideration by the committee.

6. Sansone Property

This site, also located by Otter Creek in the Otter Rock area, is zoned R-1 and RC and is 22.10 acres in size. It has a land value of $300,000 and was also eliminated by the committee.

7. Brown Property

The Brown property is located in the Otter Rock area, in zones R-1 and RC. The site is 18.45 acres, with an undetermined land value. This property was eliminated by the committee.

8. Clainos Property

This site is located in North Newport, in an R-2 zone . The site is 30.42 acres and is valued at $136,000. There are issues with the topography of the site, and it has been eliminated from consideration.

9. Fitterer Property

The Fitterer property is also located in north Newport. It is zoned R-2, is about 26 acres and has a land value of approximately $883,000. This site has been eliminated from consideration.

10. Dunscomb Property

This site, located in North Newport, is owned by Katheryn Dunscomb. It is zoned R-1 and is approximately 20 acres. The land an estimated land value of $198,000. There may be an issue with site access.

11. Thundering Sea/OSU Property

This property is located in North Newport, at the corner of Ocaeanview and Highway 101. The site is 5 acres and is steeply sloped, with only half of the area buildable. There may be issues with water and sewer on this site. The land value is unknown at this time.

12. Reiss Property

The Reiss property, also in North Newport, is almost 30 acres and is zoned R-4. The property is in a flood plain and the land value is estimated at $295,000. This site was eliminated from consideration.

13. High Property

This site is located in West Yaquina Bay in an R-1 zone. The property is 35 acres and has an estimated land value of $114,000. There are topographic issues with this site and it has been eliminated from consideration.

14. Eureka Cemeteries Property

This site is located at Eureka Cemetery, and may be subject to cemetery expansion. This site was eliminated from consideration by the committee.

15. Current Site (Downtown Newport)

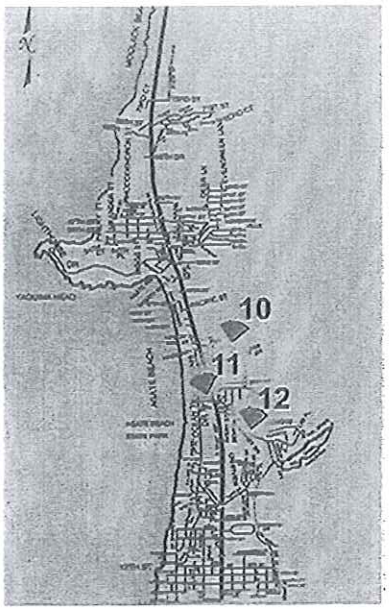
This could include possible consolidation of properties around the current college site. The property sits on a slope, affecting the amount of daylight possible for instructional spaces on the lowest level. This option would require structured parking and would negate the potential of fields at the college.

16. East of Newport Property

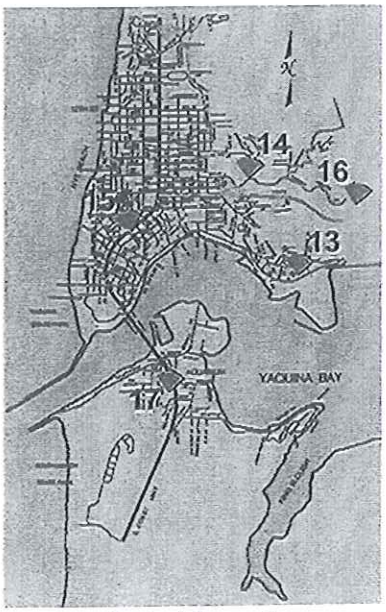
This site is approximately 35 acres and has an estimated land value of $43,000. It is outside the urban growth boundary and has no utilities.

17. Bunn Property

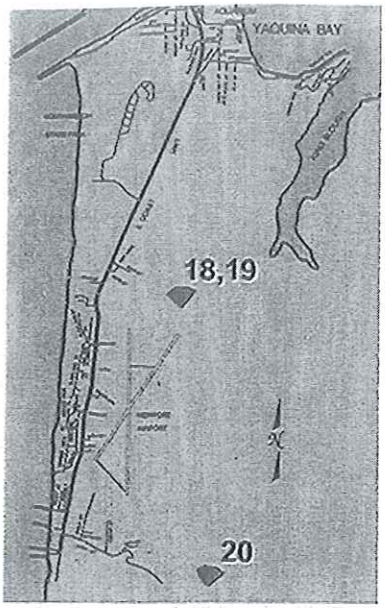
This site is the former drive-in located in the South Beach area, southwest of the Yaquina Bay Bridge. The property has recently been cleared and fenced. It is 30 acres and is zoned C-1/R-4. This is the preferred site of the committee.



North Newport



Central Newport



South Newport

18. Double E Northwest Inc. Property

This site is located north of the airport. It is 16.10 acres and is zoned I-1. The land is value is estimated to be $82,000. There are wetlands on this site, and airport noise may be an issue.

19. Hall Property

The Hall property is also located north of the airport. It is 35 acres and is zoned I-P and UGB. The land is value is approximately $75,000. There are wetlands on this site, and airport noise may be an issue.

20a. Watts Property

The Watts property is located south of the airport and is approximately 25 acres in size. It is zoned RR-5 and DR. The land value of this site is $86,000. This site may be too far from the center of the county and also has topography issues. It has been eliminated from consideration.

20b. Wolf Tree Site

This site is owned by Double E Northwest Inc. and is located south of the airport. It is almost 20 acres and is zoned R-4 and PDR. The land value is unknown at this time. There are similar concerns about distance from the center of the county and topography. This site has been eliminated from consideration.

C. Criteria for Main Campus Site Consideration

Location

A potential site should have several of the following advantages:

- Close to most populations served
- Convenient to major arterials (for car transportation and public transit.
- Convenient to business services.
- Compatible with community land-use plan and zoning to minimize restraints on planned and future development.
- Appealing place in the community - visually and culturally; ideally, students should enjoy coming and feel like staying.
- Good soil conditions to support efficient, economical development.
- Away from disturbing, conflicting land uses.
- Sheltered from adverse weather and winds.

Size and Configuration

The following criteria should be considered to optimize factors concerning size and configuration:

- Land should accommodate long-term future growth of identified programs and services:
  - Areas for buildings:
    - 1- and 2-story configurations offer optimal accessibility.
    - Adjoining open spaces allow incremental expansions.
    - Open spaces are appropriate for creation of a "campus" setting.
  - Areas for convenient parking, adequate vehicular circulation and service access require:
    - At least 1 space for each 1.4 FTE students.
    - Parking for faculty and staff.
    - Adequate service and maintenance access/parking.
- Land should be adequate for potential future programs and services such as the following:
  - Recreational/intramural sport fields, which are related to program justification for indoor gymnasia, and to potential joint use opportunities with the community.
  - A conference center.
  - A business incubation center.
  - Leaseable land for private development by businesses with shared interests.
  - Other possibilities not yet envisioned.
- Land should be configured to enable various campus development forms.

Site Investigation

Location	Description	Tax Lot	Owner	Size	Zone	Issues	Assessed Value
1	Iron Mountain					Estimate of 50 years out.	
1a	Iron Mountain Area		Gallager Property	15.00	I-1		
2	Depoe Bay	09-11-08-00-00400-00	Katherine Pyle	19.80	R-2		$ 90,290
3	Depoe Bay	09-11-08-11-02000-00	Fred & Bonnie Wahl	21.24	R-4		$ 242,140
4	Depoe Bay	09-11-08-13-0942-00	Robert Craig	19.91	R-4		$ 203,930
5	Otter Rock	09-11-29-00-00401-00	Carl & Carolyn Yaeger	22.24	R1,RC		$ 698,750
6	Otter Rock	09-11-32-00-00600-00	Giovanni & Tosa Simone	22.10	R1,RC		$ 306,570
7	Otter Rock	09-11-32-00-00801-00	Barry Brown	18.45	R-1,RC		
8	North Newport	10-11-20-00-01403-00	Deme & Diane Clainos	30.42	R-2	Topographic issues	$ 135,810
9	North Newport	10-11-20-00-01500-00	Brian Futterer	26.27	R-2	Topographic issues	$ 883,050
10	North Newport	10-11-29-44-00100-00	Katheryn Dunscomb	20.14	R-1		$ 198,200
11	North Newport	10-11-32AC-00300-00	Thundering Seas/OSU	5.00		May be issues with water and sewer	
12	North Newport	10-11-32-00-00309-00	Frank Reiss	29.43	R-4	In flood plain	$ 295,230
13	W. Yaquina Bay	11-11-09-00-00100-00	Wallace & Doina High	35.00	R-1	Topographic issues	$ 113,740
14	Cemetery	11-11-09-21-00300-00	Eureka Cemeteries			Cemetary expansion	
15	Current Site	11-11-8BD-00-MANY	Multiple Owners			Area close to College--re-vitatlize down town	$2M +
16	East of Newport			35.00		Outside Urban Growth, no utilities	$ 43,400
17	Bunn Property	11-11-17-00-00900-00	Bunn/Breeze Family	21.60	C-1/R-4		$ 1,566,860
18	North of Airport	11-11-29-00-00300-00	Double E Northwest Inc.	16.10	I-1	Wetlands, airport noise guidelines	$ 81,760
19	North of Airport	11-11-29-00-00500-00	Daniel Hall	35.00	I-P, UGB	Wetlands, airport noise guidelines	$ 75,020
20a	South of Airport	11-11-32-00-01601-00	Leslie Watts	25.03	RR-5,DR	Too far, topography?	$ 85,530
20b	South of Airport	11-11-32-00-01602-00	Double E Northwest Inc. Wolf tree site	19.99	R-4, PDR	Too far, topography?	Expensive?

Committee eliminated from consideration

Committee's Preferred Site

Decision Matrix

OREGON COAST COMMUNITY COLLEGE • DECISION MATRIX

EVALUATION CATEGORIES

	Location		Field Potential (Long term Avail.)	Disabled Access (Site Slope)	Long Term Growth Potential (50 Years)	Total Site Costs						Potential Education Partnerships (Opportunities)	Ease of Permitting (Cost & Time)	Centrality of Location (In County)	Amenities Present (Support Service)	Amenities Future (Support Service)	Positive Site Aesthetics (Character)	Integration Into Community (Urban)	TOTAL SCORE	RANK
						Cost of Land	Infrastructure	Hazard Mitigate	Demolition	Total Cost	Score									
		Score	5	5	5						5	2	3	5	1	1	4	4	400 Possible	
1	Iron Mountain	Raw	10	3	10	$0	$1,505,000	$200,000	$0	*$1,705,000*	7	3	1	6	1	1	1	1	199	5
		Weighted	50	15	50						35	6	3	30	1	1	4	4		
1a	Gallager Property	Raw	10	8	7	200,000?	$773,000	$0	$0	*$973,000*	10	3	5	6	1	1	3	1	244	2
		Weighted	50	40	35						50	6	15	30	1	1	12	4		
3	Depoe Bay	Raw	5	2	8	$242,000	$1,438,000	$0	$0	*$1,680,000*	6	5	5	3	5	5	6	1	183	7
		Weighted	25	10	40						30	10	15	15	5	5	24	4		
4	Depoe Bay	Raw	5	2	8	$204,000	$897,000	$0	$0	*$1,101,000*	8	0	5	3	5	5	6	1	183	7
		Weighted	25	10	40						40	0	15	15	5	5	24	4		
10	North Newport	Raw	5	2	8	$198,000	$3,286,000	$0	$0	*$3,484,000*	2	5	8	8	5	7	10	4	227	4
		Weighted	25	10	40						10	10	24	40	5	7	40	16		
11	North Newport	Raw	0	5	0	1,000,000?	$934,200	$0	$0	*$1,934,200*	5	5	8	8	5	7	10	4	192	6
		Weighted	0	25	0						25	10	24	40	5	7	40	16		
15	Current Site	Raw	0	5	2	$2,000,000	$703,000	$50,000	$300,000	*$3,053,000*	2	10	5	10	9	10	5	10	209	5
		Weighted	0	25	10						10	20	15	50	9	10	20	40		
16	East of Newport	Raw	10	5	10	$43,400	$957,000	$0	$0	*$1,000,400*	9	5	1	5	3	5	5	1	240	3
		Weighted	50	25	50						45	10	3	25	3	5	20	4		
17	Bunn Property	Raw	10	10	8	$1,567,000	$749,000	$0	$0	*$2,316,000*	4	10	8	10	7	10	8	8	335	1
		Weighted	50	50	40						20	20	24	50	7	10	32	32		

Notes:

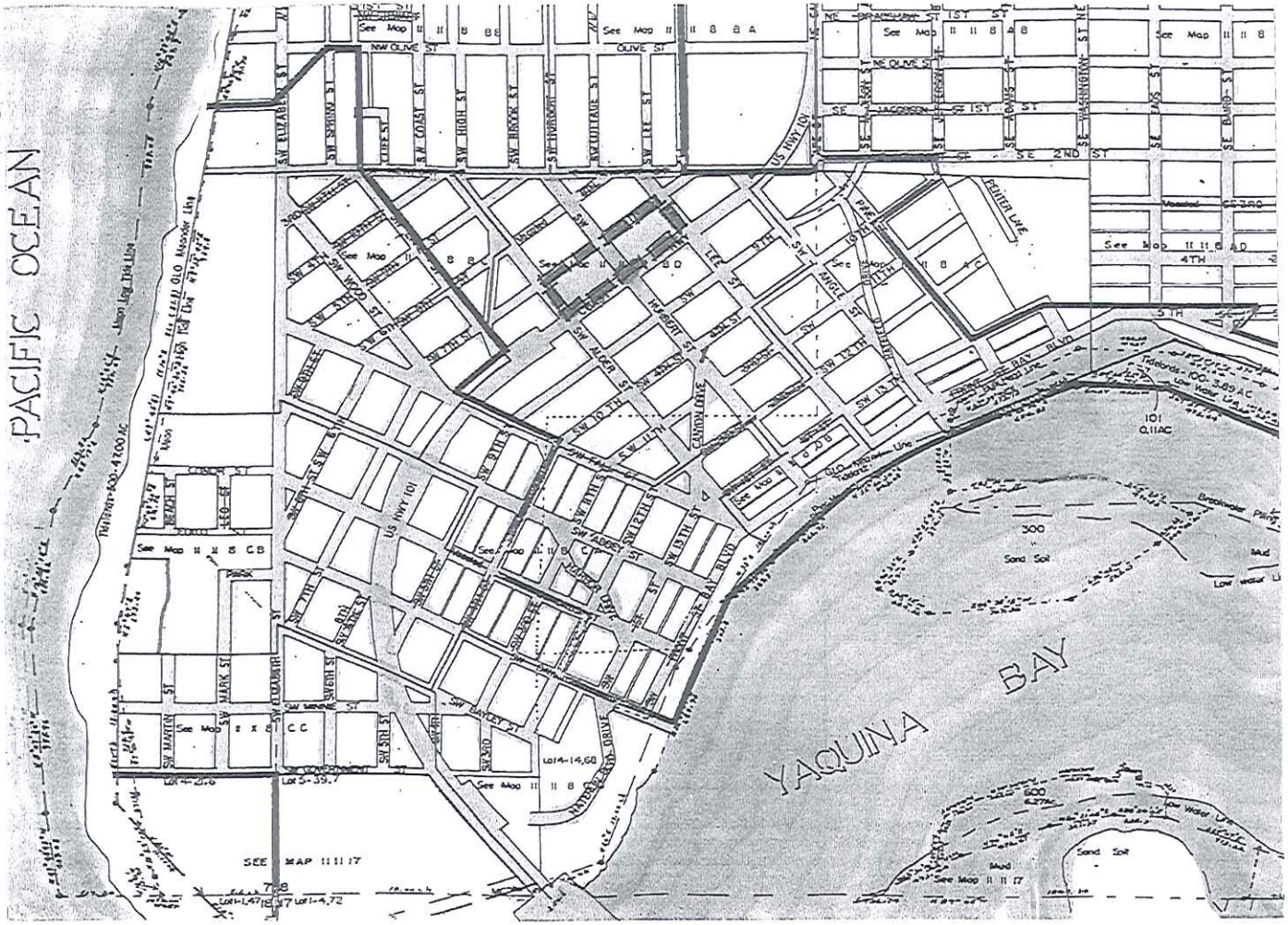
1 Evaluation Criteria are ranked between 1-5. A score of 1 is the least important, a 5 is the most important

2 A raw score between 1-10 is given to each site, depending on how well it meets the criteria.

3 The weighted score is derived from multiplying the evaluation criteria score by the raw score.

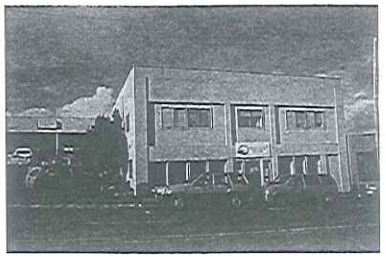
4 The total score for is site is achieved by adding all the weighted scores together for each category.

5 The site with the highest score is ranked in first place.

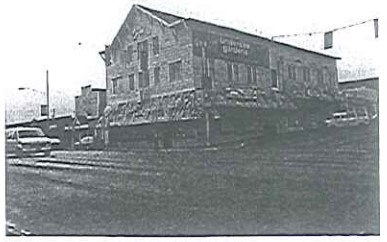


Current Site / Downtown Location

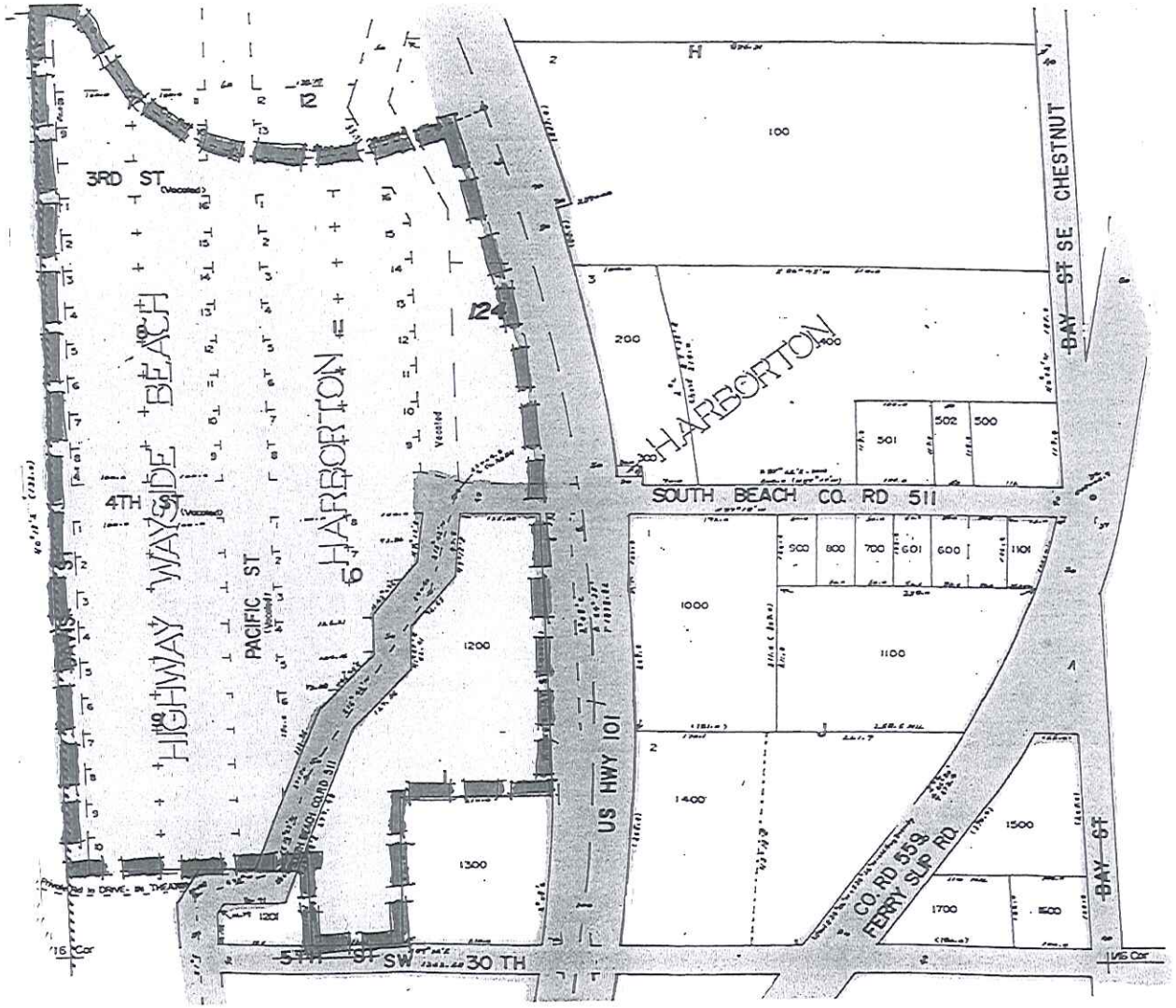
- Located in downtown Newport, within a six block radius of the current site.
- Sloping site.
- Significant frontage to Highway 101.
- All road access and traffic signals are existing.
- All utilities are existing.
- Requires two city blocks to accommodate all instructional spaces.
- Parking would have to be accommodated through joint agreements with area businesses and the city.
- No potential for fields at this location.



Existing College site.

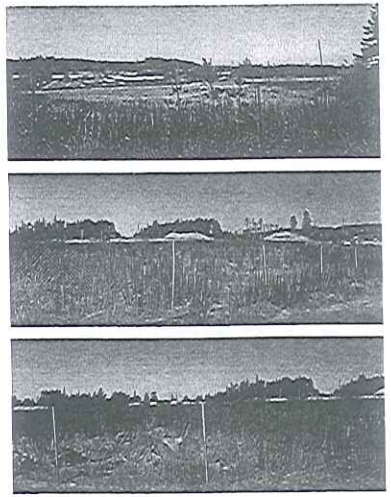


Adjacent property.

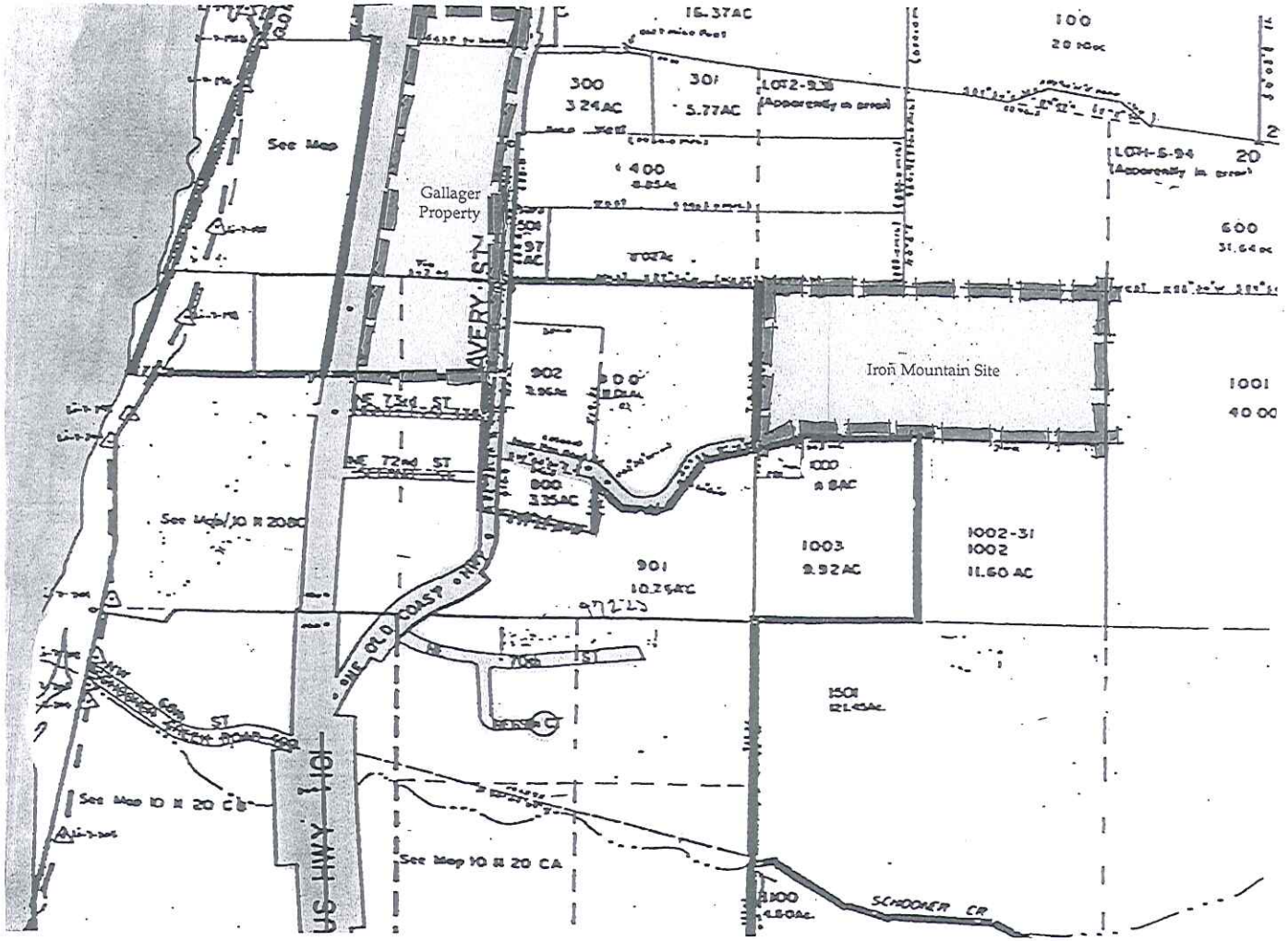


Bunn Property (preferred site)

- Located in South Newport.
- Relatively flat site.
- Significant frontage to Highway 101.
- Existing traffic signal at 32nd Street for access.
- Existing road (SW Anchor Way) runs through part of site.
- City plans to extend 32nd Street through the site in the future, as well as providing access to Abalone Street, to the north of the site.
- No gas available to the property.
- Existing water lines in SE 35th Street and to the west of the site can be extended to the site.
- Existing gravity sewer lines on SE 35th Street and SE 32nd Street can be extended to the site.
- Drainage issues on the northeast corner of the site cause standing water in winter months.



Views of Bunn property.

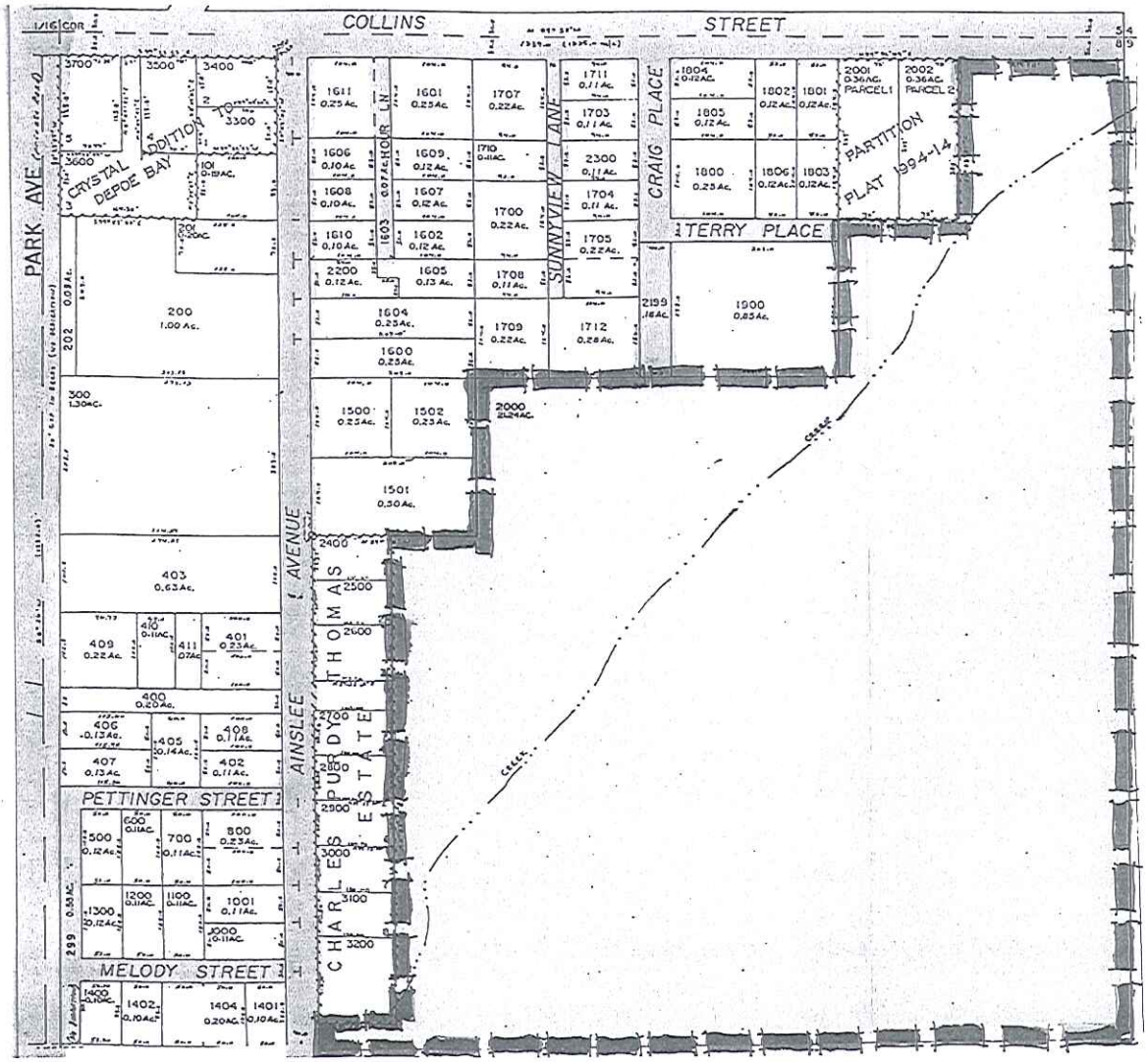


Iron Mountain Site

- Located in the Iron Mountain area, east of Newport.
- No frontage to Highway 101.
- Existing access road off of Avery Street.
- Still an active quarry, so availability of site may be up to 50 years out.
- Site will be relatively flat when quarry is depleted, but significant reclamation costs will be required.
- Existing water lines to the south of the property may not have adequate pressure and a new water system may be required.
- Existing gravity sewer line to the south of the property can be extended to service the site.
- Adjacent to city limits.
- City landfill is nearby.

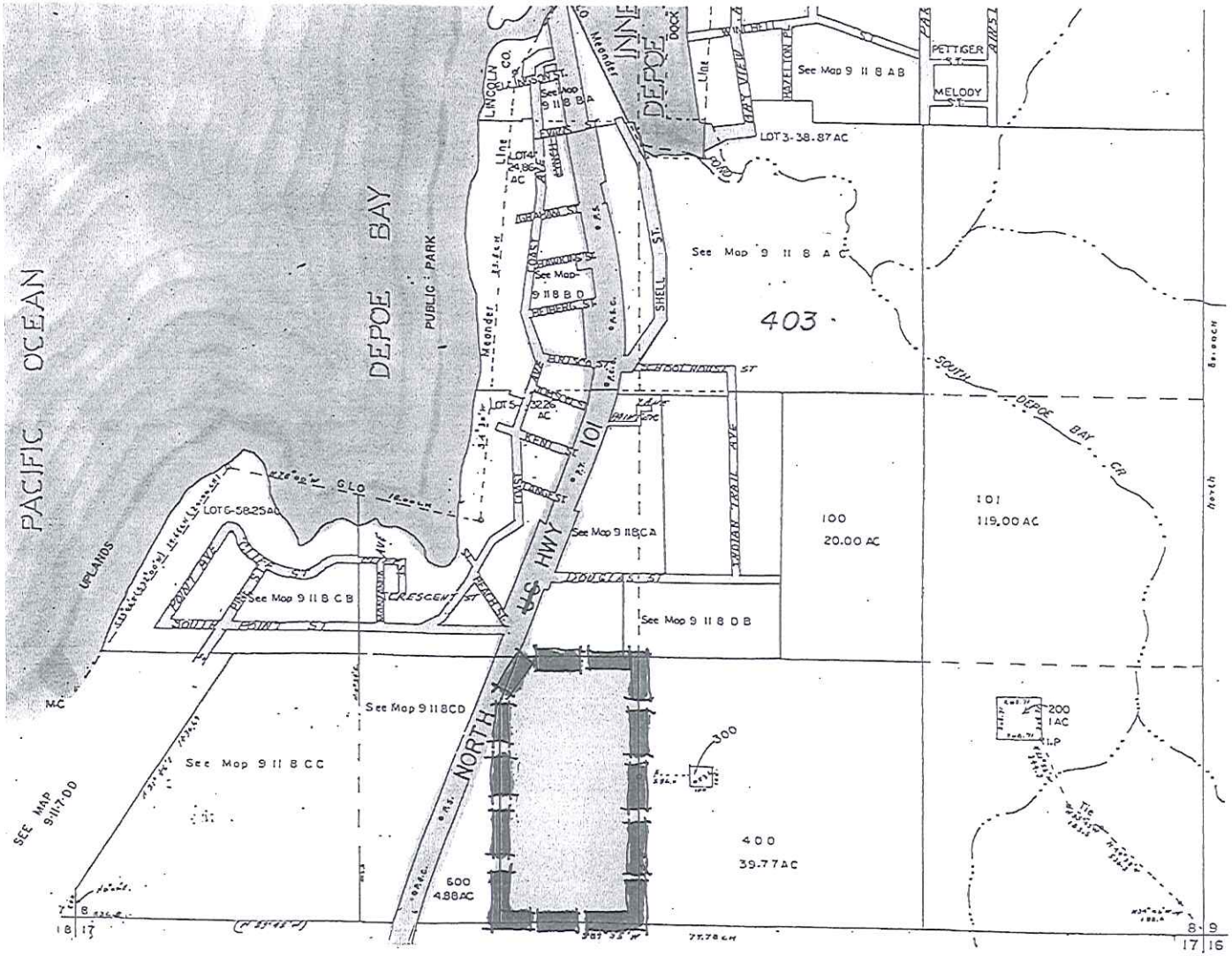
Gallager Property

- Located in the Iron Mountain area, east of Newport.
- Relatively flat site.
- Significant frontage to Highway 101.
- Traffic signal may be required at NE 73rd Street.
- Water lines exist on the west side of Highway 101, the south side of SE 73rd street and on the east side of NE Avery, and can be extended to the site.
- Gravity sewer lines exist along NE 73rd Street and on the west side of Highway 101, and can be extended to the site.
- City landfill is adjacent to the site.



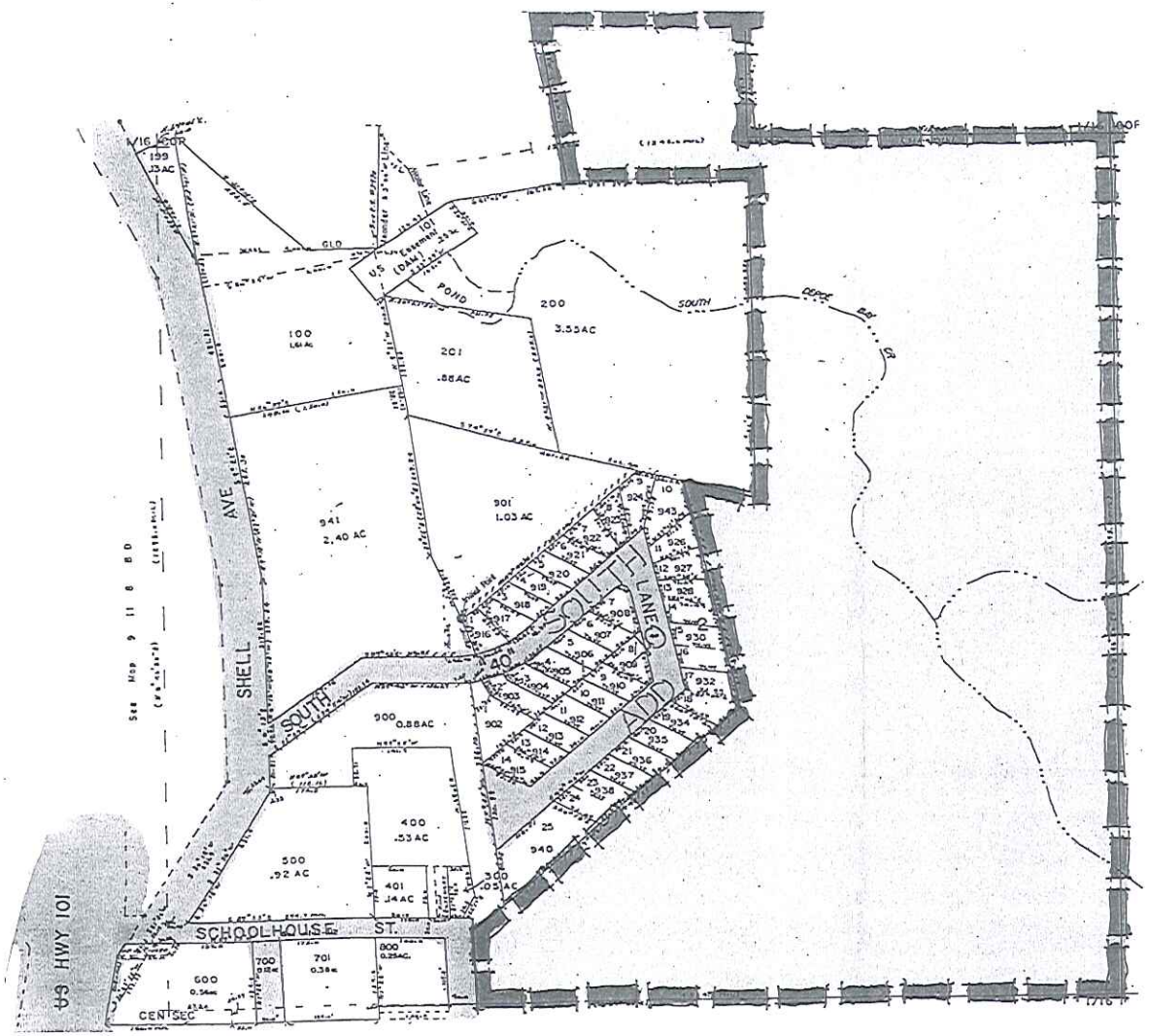
Pyle Property

- The Pyle property is on timber conservation land and cannot be used as the site for Oregon Coast Community College.



Wahl Property

- Located in Depoe Bay.
- Minimal frontage to Highway 101.
- Relatively steep topography on the site.
- Creek runs through the site.
- Water and sewer can be extended to the site.
- A conditional use review is required to build on this site.
- No existing street access to the site from Highway 101.



Craig Property

- Located in Depoe Bay.
- No frontage to Highway 101.
- Relatively steep topography on the site.
- Several creeks run through the site, including S. Depoe Bay Creek.
- Water and sewer can be extended to the site.
- A conditional use review is required to build on this site.

Dunscomb Property

- Located in North Newport.
- No frontage to Highway 101.
- Site is very steep, with an estimated 50% of the site to be usable.
- Existing street access is from Golf Course Drive, which is a narrow gravel street. A new road will be needed to the east of the site to accommodate traffic to the college.
- Water and sewer lines will need to be extended approximately 2,000 feet to the east side of the site.
- There may be opposition to this site from the surrounding neighborhood.

Accounts Payable

From: Adobe Creative Cloud <custsupp@adobe.com>
Sent: Saturday, January 20, 2018 3:18 PM
To: Accounts Payable
Subject: Thank you for your order for Oregon Coast Community College

Student Services, thank you for your order.

Your Adobe order has been received for Oregon Coast Community College.

Your order details

Adobe Order: **AD004209687EDU**
Billing period: **20-January-2018 (PT) – 19-February-2018 (PT)**

PLAN	NUMBER OF LICENSES / PRICE	TOTAL
InDesign CC	3 / USD14.99	USD44.97

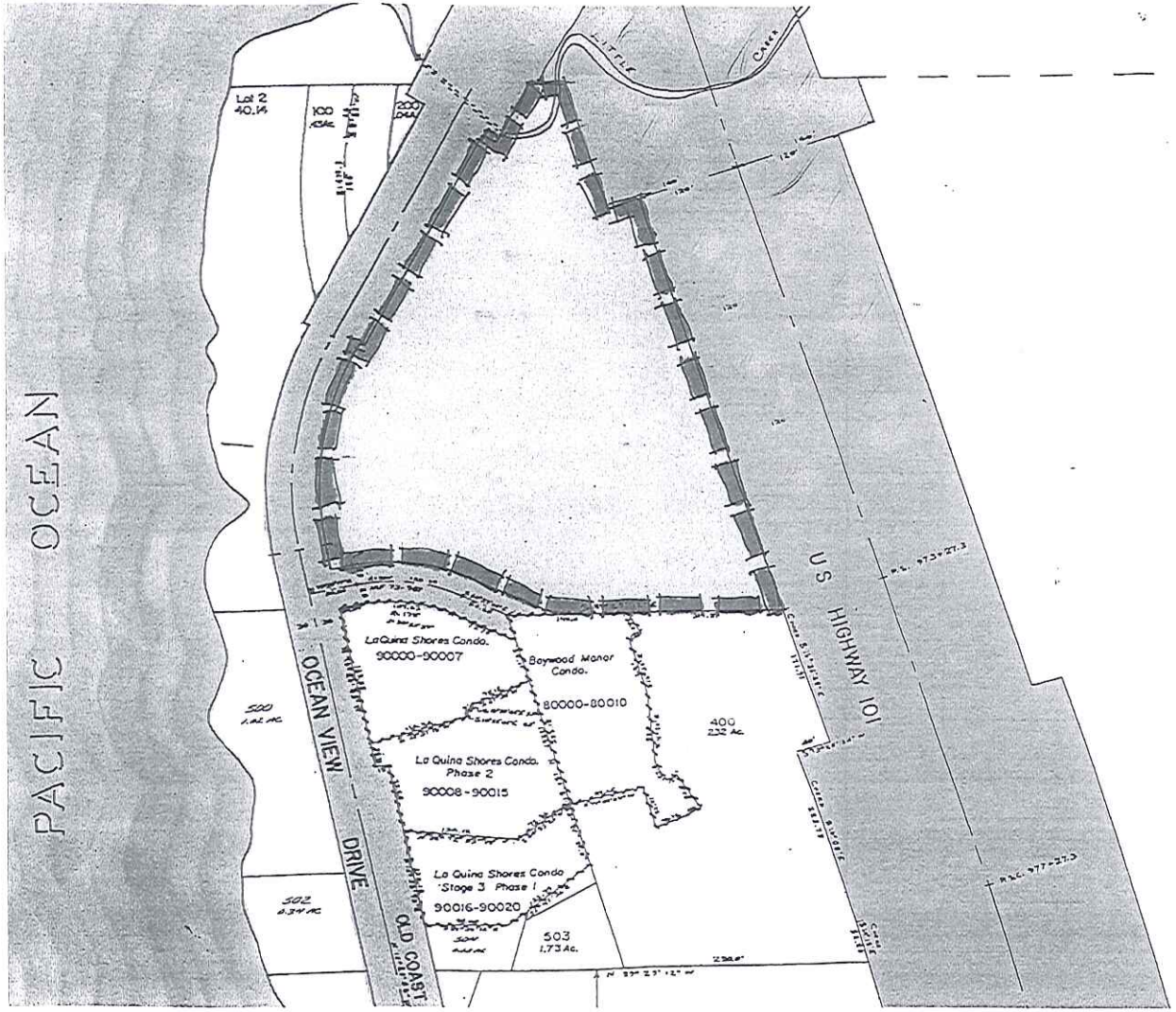
Subtotal: USD44.97

Tax/VAT: USD0.00

Total: USD44.97

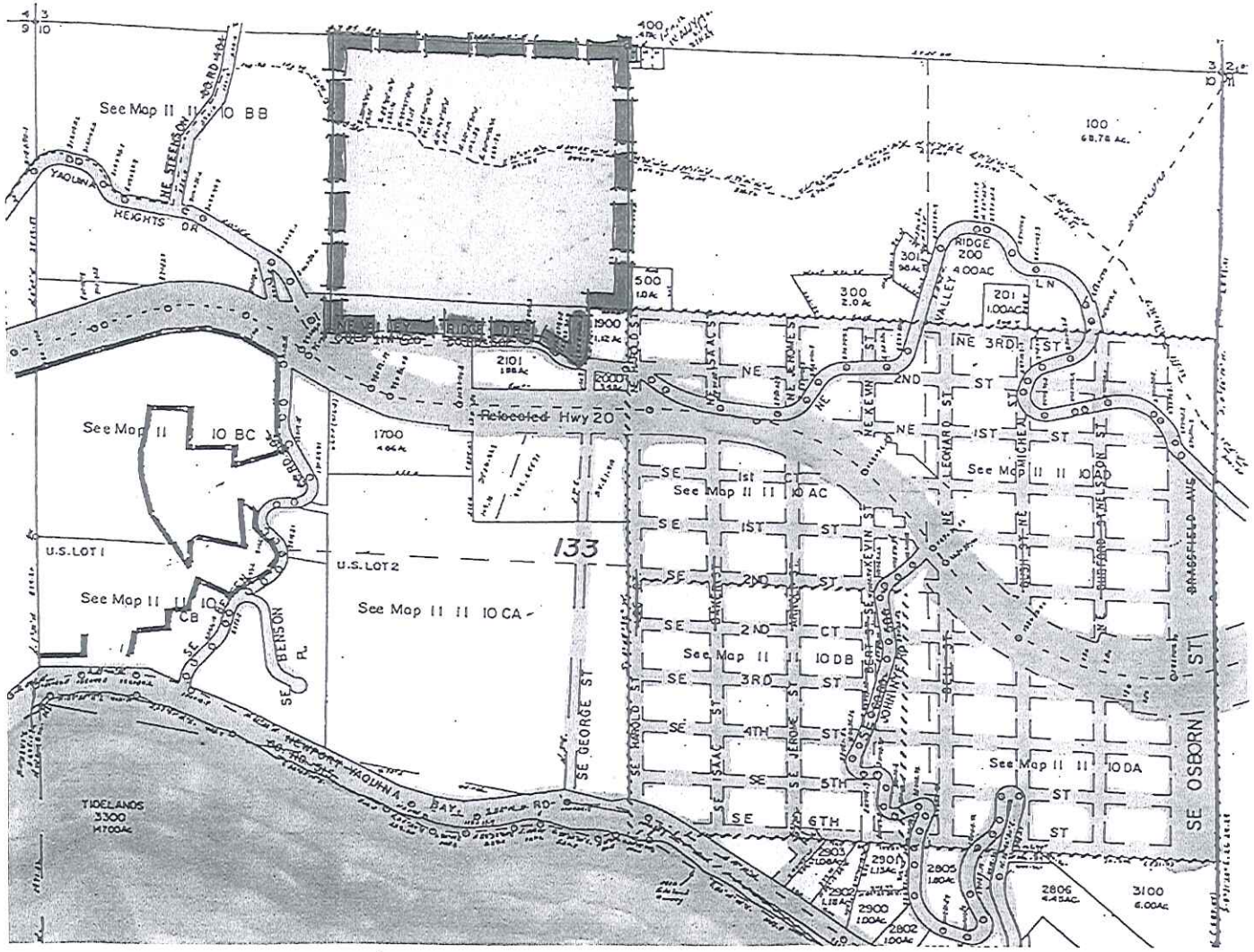
Manage Your Account | Customer Support | Forums

Adobe Systems Incorporated, 345 Park Ave., San Jose, CA 95110 USA



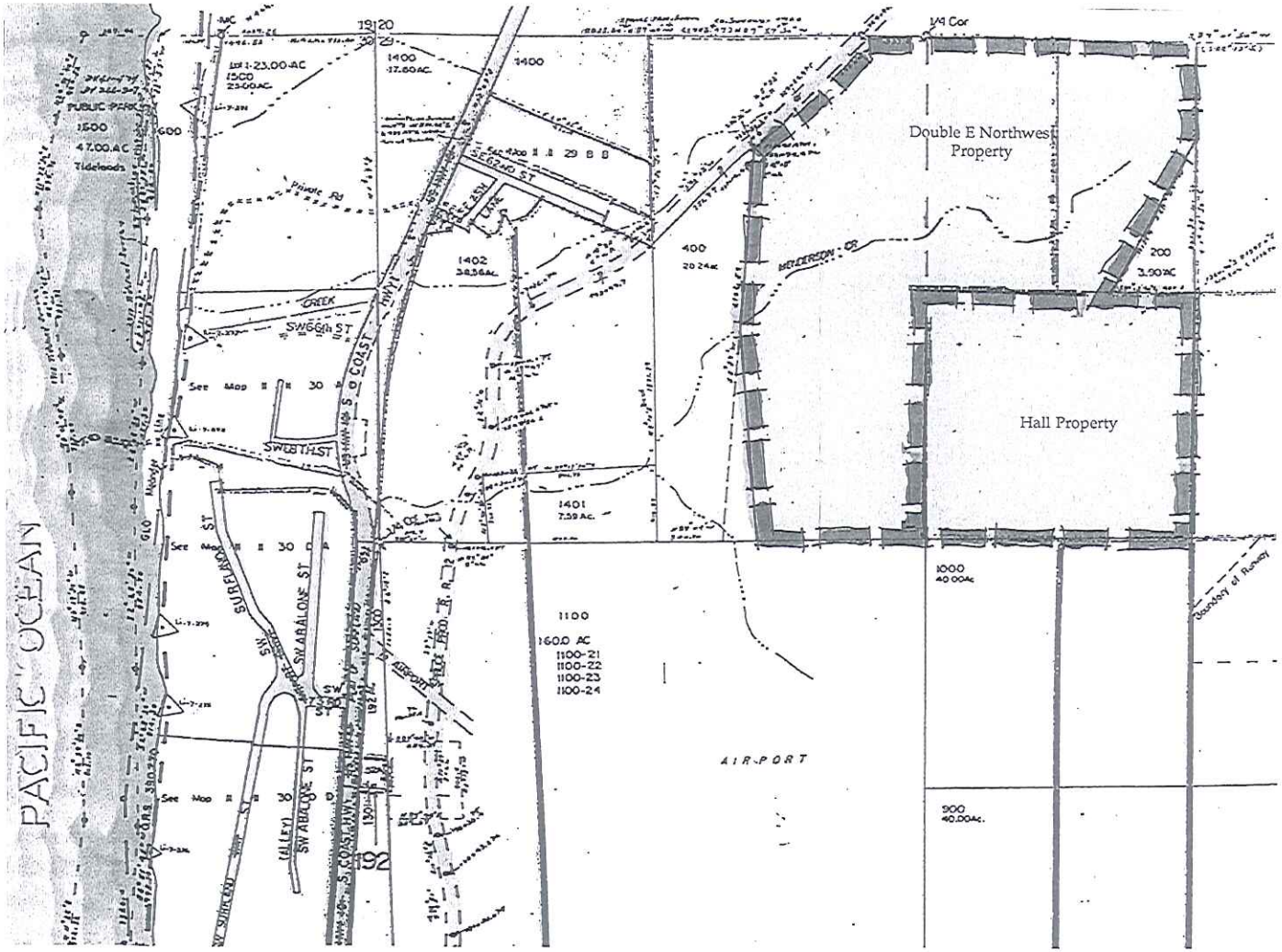
Thundering Seas / OSU Property

- Located in North Newport.
- Frontage to Highway 101 and Oceanview Drive.
- Site is very steep, with an estimated 70% of the site to be usable.
- Site is wooded and has ocean views.
- Existing water line on the west side of Oceanview Drive can be extended to service the site.
- Gravity sewer lines exist in Oceanview Drive and Highway 101 and can be extended to service the site.



East of Newport Property

- This property is located outside of the Newport city limits and the Urban Growth Boundary.
- No frontage to Highway 101.
- If the site is annexed into the city, sewer and water service would have to be extended from about a mile away on Highway 20.
- If the site remains outside the city limits, water service would need to be a new on-site well. A sand filter or septic tank would need to be installed for sewage service.



Double E Northwest / Hall Properties

- These properties are located adjacent to the airport and therefore cannot be used as the location for the Oregon Coast Community College (the city does not allow places of assembly to occur by the airport approach).

E. Satellite Campus Sites

Criteria for North and South Campus Site Consideration

Location

A potential site should have several of the following advantages:

- Close to most populations served
- Convenient to major arterials and public transit:
- Compatible with community land-use plan and zoning to minimize restraints on planned and future development.
- Appealing place in the community - visually and culturally; ideally, students should enjoy coming and feel like staying.
- Good soil conditions to support efficient, economical development.
- Away from disturbing, conflicting land uses.
- Sheltered from adverse weather and winds.

Size and Configuration

The following criteria should be considered to optimize factors concerning size and configuration:

- Land should accommodate long-term future growth of identified programs and services:
  - Areas for buildings.
    - 1- and 2-story configurations offer optimal accessibility.
  - Areas for convenient parking, vehicular circulation and service access.
    - At least 1 space for each 1.4 FTE students.
    - Parking for faculty and staff.

VI. Cost Analysis

A. Building Cost Evaluation

The cost for building construction at this stage in the planning process is based on an overall cost per square foot of construction. Construction costs for the building are estimated to be $150 per square foot. Total building cost for the main campus would be $17,500,000

Location	Building Area	Cost/SF	Total
Main Campus	116,000	$150	17,500,000
North County	15,000	$150	2,250,000
South County	6,000	$150	900,000

B. Site Development Cost Evaluation

Costs for the purchase and development of land are approximate until a definite property is identified.

- Costs for land will range between $200,000 and $2,000,000 based on the assessed value. The lower cost range properties are typically single family homes. Higher cost properties reflect the sites potential for some type of commercial development.

- Site slopes and varied terrain will require additional costs for grading, foundations or land fill. It is estimated that these costs could range between $5-$6 per square foot of developed site. Site improvement costs for the main campus could be in the order of $2,000,000 to $3,000,000 (These figures must be confirmed with a Civil Engineer.)

- Some sites do not have access to basic utilities. In some instances on site sewage systems may be required. Sites where water lines are not available would require that on site water system (well) be developed. These costs are not estimated at this time. Further analysis would be required to determine water availability and site drainage potential to determine feasibility.

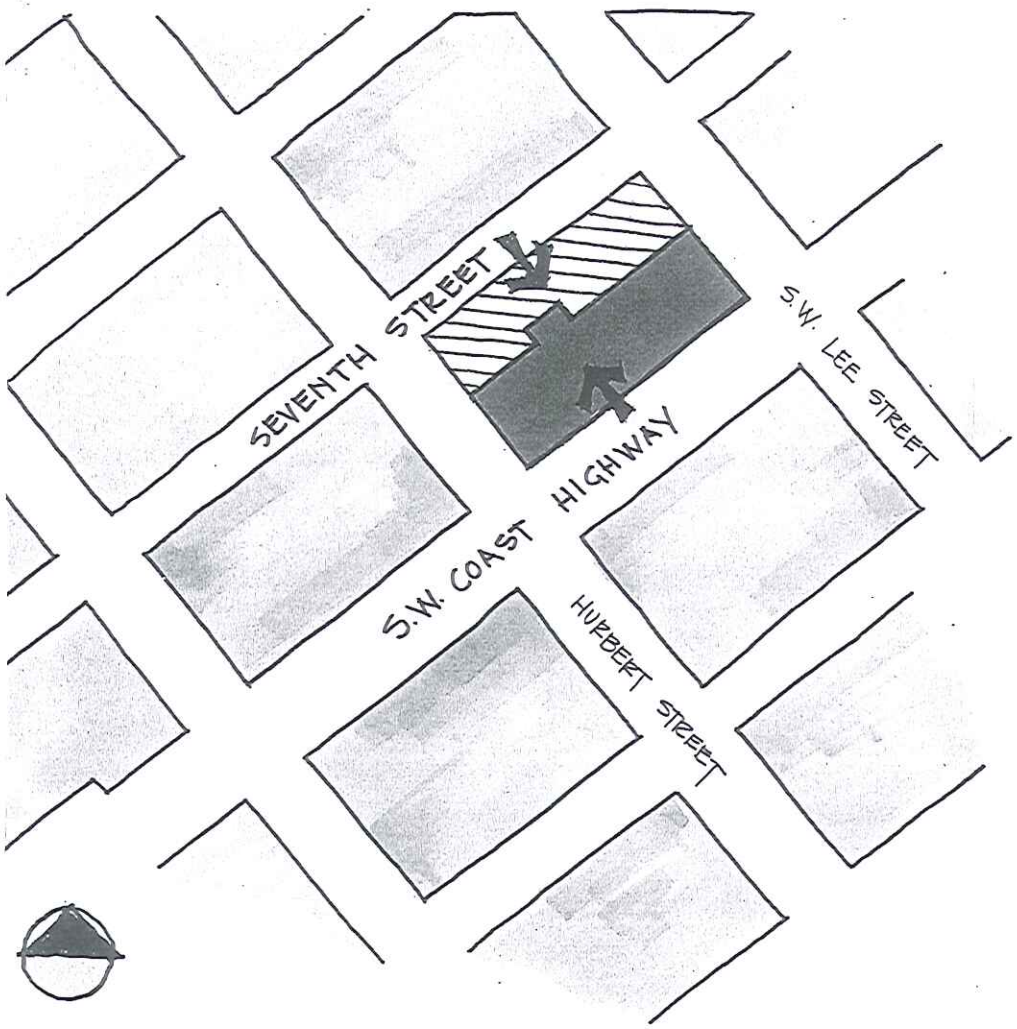
C. Other Costs

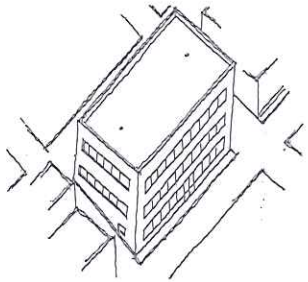
Most sites will require some type of off site improvement in order to accommodate campus development. These improvements could include: street widening, sidewalks, stop lights, utility line extension. It is estimated that these costs could range from $100,000 - $2,500,000.

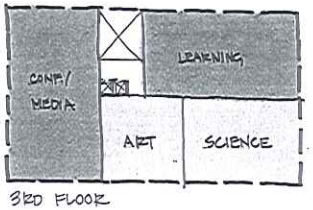
D. Project Costs

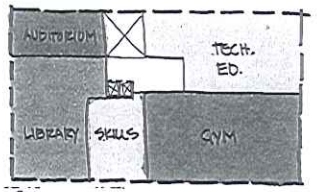
Project costs include items such as: fees, moving costs, furniture, equipment, taxes, survey, soils investigation, wetland investigation and other associated costs in order to fully develop the property. These costs are estimated to be 35%-40% of the building construction cost.

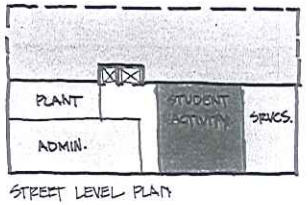
All costs figures listed are based on 1998 costs. Costs should be escalated to the anticipated mid-point of construction at 4-5% per year.







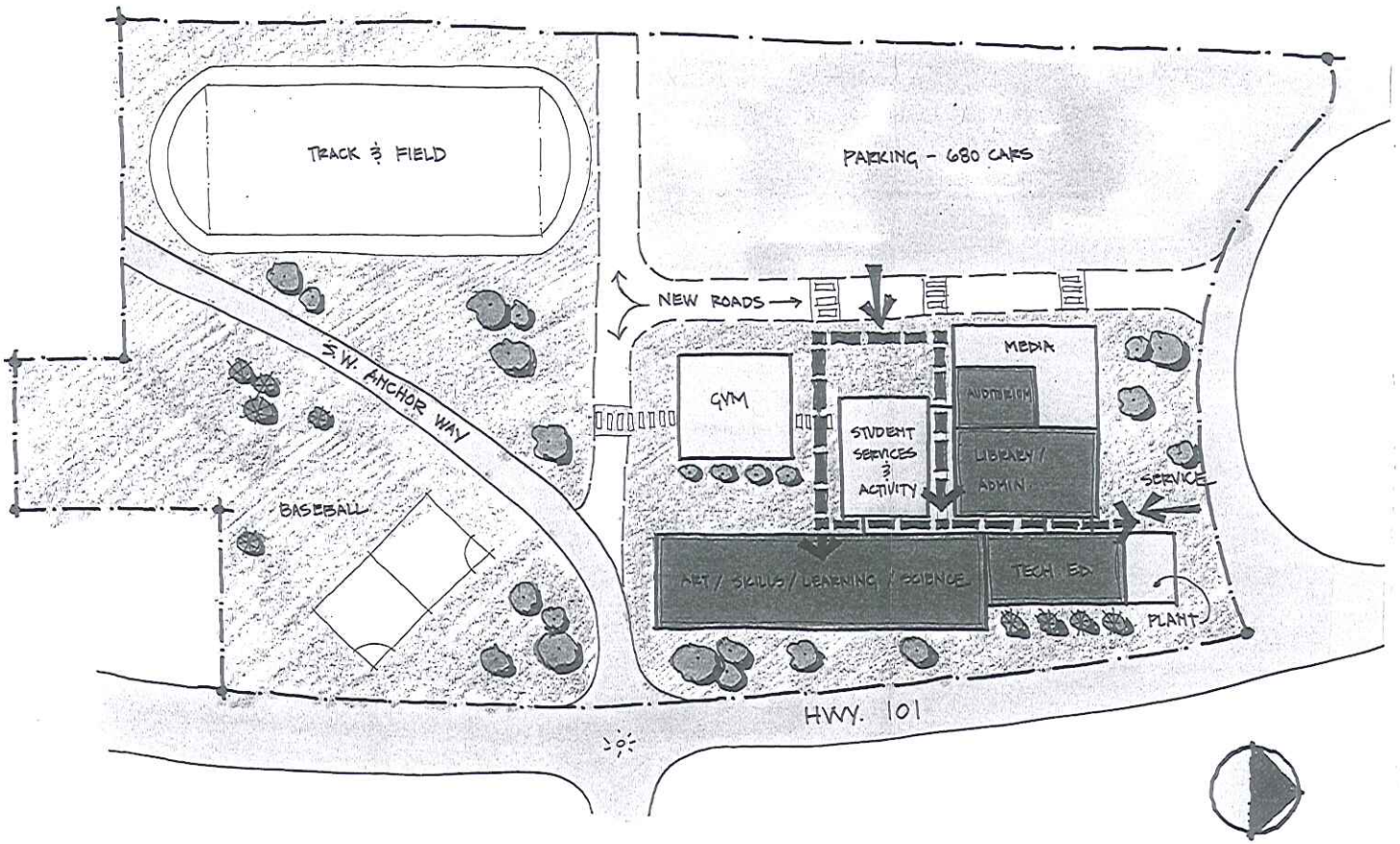




S.W. COAST HIGHWAY

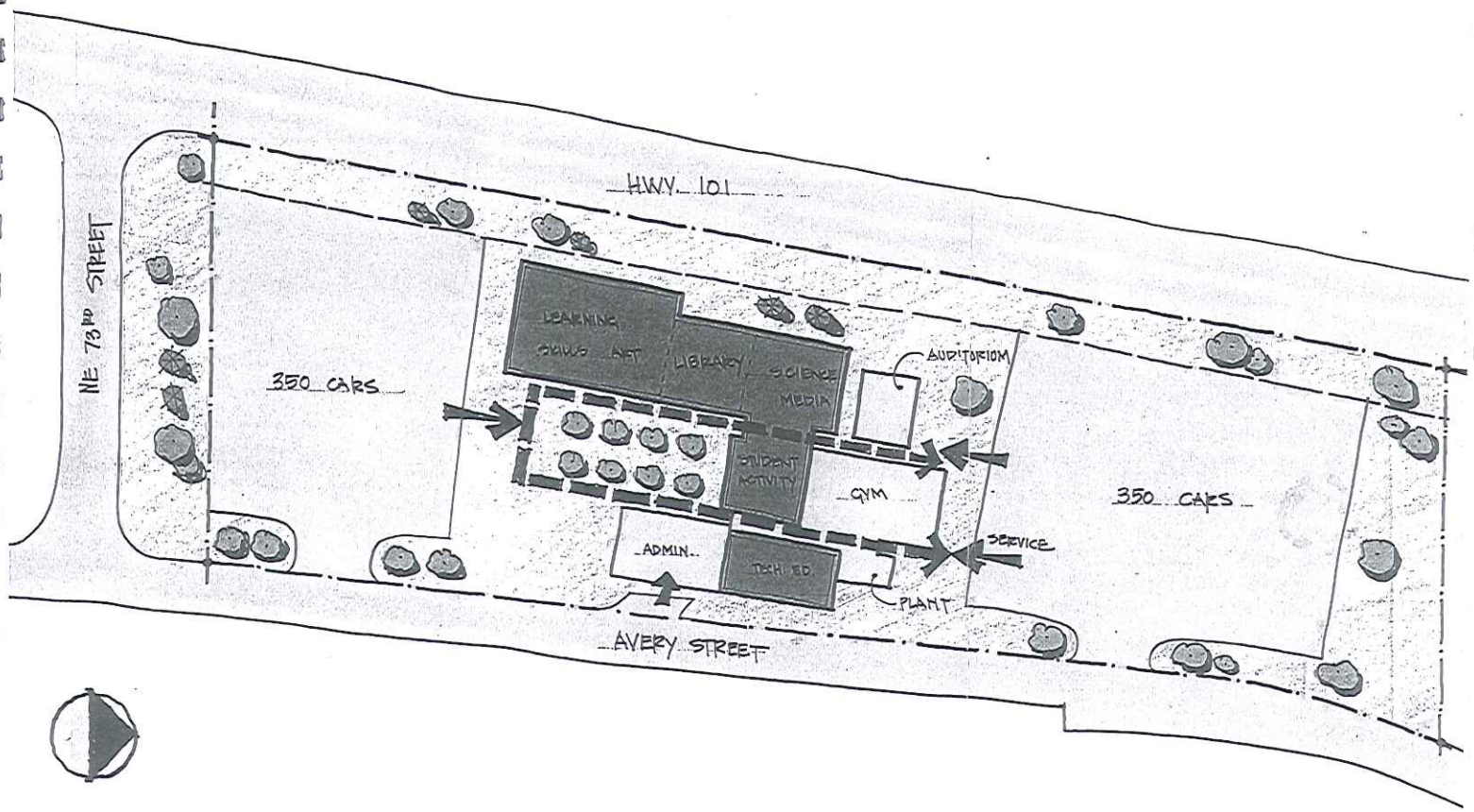
Current Site - Expanded/ Downtown Location

- This option requires acquiring the entire 180' x 300' city block, #54, which includes the current site.
- The existing site slopes approximately one story between the Coast Highway and S.W. 7th Street.
- The 680-700 parking places required by code are not included. Remote parking would need to be acquired. Structured parking of three levels on an entire, adjacent city block would not meet all parking requirements.
- The program area for the campus is met by building to the allowable extents of the site. The building adjoins the sidewalk on all four sides. The height limitation on the site is 50' and the new campus building would be built to this maximum height.
- Grade level entries would be from Coast Highway and S.W. 7th Street. An atrium lobby and elevators would connect the three floors.
- Active spaces, such as the Gym, are difficult to isolate from quiet areas in this stacked scheme. More costly construction methods would be used to provide sound isolation.
- The second story is shown with a greater floor-to-ceiling height to accommodate spaces, such as the auditorium, which require higher ceilings.
- Fields and greenspace are not feasible and not included on the site.
- Some functions, such as the Gym, might be relocated elsewhere in the adjacent area. This could allow for additional options such as leasing retail space along the Coast Highway or adding a small exterior courtyard, etc.
- Future, long-term campus expansions would be met by acquiring adjacent downtown sites.



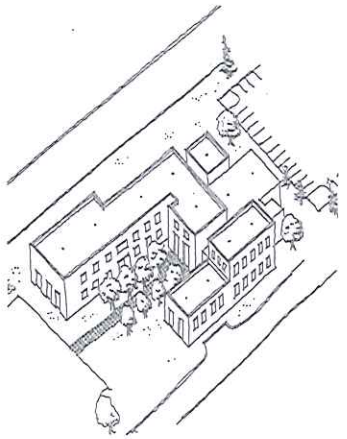
Bunn Property

- Future plans for roadways through the site are indicated as dashed. Further description and verification from the City of Newport Planning Department will be necessary.
- Surface parking for the required number of cars may be accommodated on the site.
- Athletic fields are possible.
- Student pedestrian paths may cross heavy traffic depending on future plans.
- Campus functions may be accommodated in one building or separate buildings. Academic functions can be appropriately separated for noise, traffic, public access, etc.
- Possible outdoor areas and greenspace allow for a more collegiate atmosphere.
- Visibility and access to the campus would be favorable from HWY 101.
- Future expansion could occur on-site.



Gallager/ Iron Mountain Site

- Site access and visibility are good. Design would be visible from HWY 101 and site would be accessed from Avery Street. Although this has not been determined, it seems an ocean view might be a possibility from upper floors.
- Surface parking for the required number of cars may be accommodated on the site.
- Athletic fields are not possible.
- Campus functions may be accommodated in one building or separate buildings. Academic functions can be appropriately separated for noise, traffic, public access, etc.
- Possible outdoor areas and greenspace allow for a more collegiate atmosphere.
- Future expansion could occur on-site and/or at the nearby Iron Mountain site.



VIII. Appendices

1. Goals

A. Program Description

- College transfer programs.
- Continuing education programs.
- Basic skills.
- Vocational, trade oriented programs taking advantage of the coastal location.
- Expanded art offerings.
- Conference facilities.
- Distance education courses.
- Small business development.

B. Development Objectives

- Provide more space to accommodate program offerings and meetings.
- Create areas to support student life on campus.
- Consolidation of student registration. Better service that is more convenient for students.
- Provide for shared use by the community. Zone the building to support evening and off-hour use of some parts of the facility.
- Handle growth in the Library of 1,000-2,000 titles per year. 20,000 titles in the 10-year plan.
- Provide more space in general at the North County Center.
- Develop a specialty at the college to take advantage of the location, for example: marine biology or other maritime related programs.

C. Planning Imperatives

- Provide more space to accommodate program offerings and meetings.
- Dedicated student space, places to call their own.
- Separation of college functions from high school facility.
- Look towards cross-utilization of rooms for efficiency.
- Maintain the feeling of community on the campus.
- Flexibility in building design to allow for easy re-configuration of spaces.

D. Environmental Stewardship

- Abundance of natural light.
- Generally students are environmentally concerned, perhaps green construction would be desired.
- Have the College fit in to the natural setting.
- Minimize removal of natural elements.
- Minimize the use of toxic materials in the building.
- Plant native materials in the landscape for instruction.
- Adequate heating and ventilation.
- Utilize the building and the site as a teaching tool.
- Utilize wood materials from local area timber industry. (with assurance that materials are harvested in a responsible manner)
- Promote recycling at the college.

2. Operational Criteria

A. Capacity and Scheduling

- There are three "centers" in the county; this complicates the scheduling of courses.
- Class sizes limit the number of offerings that can occur.

B Staffing

- Design configurations should consider the potential impacts to staffing requirements.
- Student Services: 1 director, 3 advisors, 1 testing coordinator, 1 registrar, 1 clerk
- Administrative Services: 1 president, 1 director of personnel, 1 director finance and administration, 1 registration clerk, 1 management assistant,, 1 grant writer, 1 network administrator, 3 accounting, 1 ABE/GED
- 5 full time faculty, 45-47 part-time faculty
- 1.5 FTE Library
- SBDC: 1 director, 1 management instructor, 1 administrative assistant
- North County Center: 2 registration clerks (part-time), 1 director, 7-8 part-time faculty.

3. Functional and Space Needs

A. Technology and Instructional Delivery

- One quarter of the classes offered are basic skills courses.
- Breadth of offerings are not supported by depth in offerings. This is a limitation at the college.
- Economy has changed from the three major industries in the past.
- Networking and computer wiring to all spaces.
- There are many classes that are offered in lecture/lab format. Most classes meet once a week.
- Instructional delivery will change over the course of time. Satellite programs.
- More small group, hands-on programs in the future. Apprenticeship programs.
- GED testing twice a week at the main campus.
- Student services functions occur at all locations.
- Support community use: meeting spaces, common spaces, conferences, auditorium, lecture area, not large stage, easy to move in and out seating of 150 people, low raked floor, friendly.
- Intensive mode of delivery works well for many programs and older students.
- Expanded capabilities in the Library for: networked computers, videotaped instructions, computer lab, media center.
- More areas for students including, lounge, intramural activities, study areas.

B. Issues and Future Trends

- Added PE and athletic space would help the college attract recent high school graduates.
- The county population is getting older. These students want to be challenged in their studies.
- The county population is expected to grow in the future.
- Daycare is needed, however this service may be cost prohibitive for the college.
- The Newport Parks and Recreation department is filling the niche for hobby classes.
- There will be more student organizations at the college in the future.
- On-line registration and a web site for student information is anticipated in the future.

- All classrooms are currently too small in size. Larger classrooms with tables and chairs are needed.
- The college may add a foundation and marketing department at some point in the future.
- Utilization of the high school for some college courses does not send the right message to college students.
- There is a need for more course offerings in trades, hospitality, health-related fields and automotive repair.
- The college will always need to have a presence in other areas of the county.
- There is a need for dedicated science lab space at the college.
- The college has an image problem in the community. It is not visible enough.
- The cost of a four-year institution education is increasing. This should lead to more students going to community college their first two years in school.

C. Student and Staff Flow

- There will continue to be a need for shared use of instructional spaces.
- Improved flow for student services is required. Consolidate the registration process.
- There should be a separation between "public" and "private" areas of the college, so that the administrative work is less disrupted by general traffic.
- Administration should not be isolated from the flow of the campus.
- The college should be organized to encourage team building and interaction on campus.

D. Key space Calculations

- There is testing for as many as 15 students at one time.
- Twenty-five students are the maximum class size.
- There are 5,000 titles in the library collection. It is anticipated that the collection will grow by approximately 1,000 titles per year.

E. Adaptable Building Elements

- There should be flexibility in the design of the campus to allow reconfiguration for changing traffic patterns and needs.
- There should be improved air quality in the building.
- There should be natural light to all the classrooms.

- Access to the outdoors should be provided, with the ability to teach or relax outside during nice weather.
- Shelving in the library should be flexible to allow for multiple configurations over time.

4. Design Criteria

A. Space Program

- Space for full and part-time faculty office space. Private space for student conferences.
- Classroom space for: general classes, seminars, small group study, distance education, science labs, high tech classrooms, ABE/GED.
- PE facilities including gym, weight room, aerobics, outdoor field space, and walking track.
- Conference and auditorium space
- Fine Arts studios: 2D & 3D
- Industrial arts, fisheries, welding and trade oriented space
- Food Service facilities, student commons, faculty break room
- Library: stack space, student study space, computer workstations, computer lab, projection/presentation area, reserve collection, microfilm storage, work area for materials processing, circulation desk, group study rooms, media production room.
- Outside gathering spaces, smoking area.
- Student services, advising and financial aid, testing center, career center
- Administration, board room, financial office, deans office, reception
- Bookstore
- Facilities: warehouse, shop, shipping and receiving, security.
- Display space for student art
- Dedicated SBDC space for director, meeting, secretary assistant, and library/conference room.
- North County Center: director's office, larger front office, more testing space, lounge, computer classroom, and general classroom.

B. Special Equipment

- Provide an area where special accommodations can be made for disabled students.

- Student access phones
- Reader board
- Dedicated room for Ed Net or similar service
- Tables and chairs for larger students.
- Kiosk
- Safety shower and eye wash in science lab.
- Potential for high density shelving in the library in the future.
- Microfilm reader/printer

C. Relationships

- Classrooms should be arranged in a pod with 4-6 classrooms in a grouping.
- Cluster science rooms together for shared supplies.
- Library should be at the center of the instructional services area.
- Cluster student service functions together for ease in access for the students.
- Registrar, Dean of Instruction, Library, faculty offices and bookstore should be arranged like the spokes on a wheel.

D. Design and Image

- Take advantage of the local environment. The buildings should fit in to the landscape. Incorporate natural features into the design. Consider bringing the natural environment into the structures.
- Central quad area to create a sense of community for the students.
- The entrance to the campus should be an active area. Student services should be near the front door with all services within line of sight.
- Functionality should be the primary concern, followed by design.
- The buildings should be comfortable, friendly, accessible, convenient, affordable, and positive, a place to take pride in and a place where students want to come to learn.
- There should be covered connections between structures.
- There should be multiple buildings to break down the scale of the building and to make it feel like a college campus.
- There should be clear wayfinding.

- The campus and buildings should feel open and inviting with lots of natural light.
- The buildings should be rustic and more natural in character (not concrete or stucco, with a cold institutional feeling).

1. Goals

A. Program Description

- Enhance college transfer programs.
- Develop programs that support the service sector of the community.
- Build on science programs
- Expand art program offerings.

B. Development Objectives

- Become more of a comprehensive community college that serves the expectations of the population.
- Growth to meet the expectations of the community.
- College began as a community education facility and has evolved to meet the demands of the community.

C. Planning Imperatives

- Constituents need to buy in to the process. It has to be demonstrated to the community that there is a need.
- Aesthetically pleasing, fiscally conservative, multi-use facility.

D. Environmental Stewardship

- There are a mix of sentiments in the region. Any facility or base of operation should be aesthetically pleasing and sensitive to the environment.
- Habitat protection
- Waste treatment systems (this may be a limiting factor for development in the future).
- Take advantage of the natural environment that is here on the coast.

2. Operational Criteria

A. Capacity and Scheduling

- Scheduling is more of an art than a science. Balance of the right space, size, cost and location in the county.
- Three centers in the county. This complicates program offerings. The county is the campus-largest in the state at this point. Looking to change this and to create a new main campus and "hubs".

- College is spread relatively thin with programs throughout the county.
- Class sizes limit the offerings that can occur. Rooms are too small in Newport in particular. Inadequate for an adult population.

B Staffing

- Night classes at the college should have a staff person at the facility. All night functions should be located in proximity.
- Any design should consider the staffing implications of the facility arrangement.
- Cost per FTE will be higher for a small institution.
- Time and effort is expended to coordinate activities for the college. This causes the services to suffer.

3. Functional and Space Needs

A. Technology and Instructional Delivery

- One quarter of the classes offered are basic skills courses.
- Breadth of offerings are not supported by depth in offerings. This is a limitation at the college.
- Library space could easily double in size in the future to accommodate an expanded collection. The amount of space required for accreditation would be excessive based on the size of the college at this time.
- Economy has changed from the three major industries in the past.
- There are a number of students that don't fit anywhere else.
- Networking and computer wiring to all spaces.
- A facility like the MERTS (Marine and Environmental Training Center) facility at Clatsop Community College would provide offerings that the county needs.
- There are many classes that are offered in lecture/lab format. Most classes meet once a week.
- Instructional delivery will change over the course of time. Satellite programs.
- More small group, hands-on programs in the future. Apprenticeship programs.
- Printing services will be out-sourced in the foreseeable future.

B. Issues and Future Trends

- With space to store supplies and equipment there could be growth in the professional technical programs.

- Added physical education facilities and lab and science facilities would help to attract students to the college.
- Cottage Grove has a population of 8,000 and the college branch in the area is 18,000 SF.
- A private college is looking to move in to the area.
- County population is getting older. These people want to be challenged in their studies.
- Student population will get younger each year. Cost of higher education increasing.
- Daycare is needed but services may be cost prohibitive.
- Issue is "will it make a difference at payroll time".
- Niche for hobby classes is being filled by the Newport Parks and Recreation department.
- Intercollegiate sports program to build enrollment.

C. Student and Staff Flow

- There will be shared use of classroom space in general for instruction. There will be a combination of general use classrooms and specialty classrooms.
- Student lounge where students can congregate.
- Consider location of services to limit the amount of cross traffic: business office, copy machine.
- Improve flow between student services and bookstore.
- Student services area at cascade works well.
- Line of sight to direct students to services in the facility.

D. Key space Calculations

Not discussed.

E. Adaptable Building Elements

- Improve air quality in the building.
- Flexible spaces to accommodate a variety of configurations.

4. Design Criteria

A. Space Program

Physical Education Facilities

- Weight room
- Gym sized for basketball, volley ball
- Aerobics room/wrestling
- Batting cage area
- Locker rooms
- Fields for outdoor activities: baseball, soccer, walking track

Conference Center/Auditorium

- Auditorium/lecture/performing arts space. 250-300 seats. Partnership with the Newport events center.
- Conference center associated with the auditorium area.
- Music and music practice rooms.

Fine Arts

- 2D
- 3D
- Storage

Industrial Arts/Fisheries/Welding/Trades

- Welding
- Auto shop
- Electrical shop
- Marine

Food Service/Culinary Program

Disabled student assistance area or tutoring center.

Cafeteria, Student Commons

Library

Office space for Instructors

Classroom space

- Classroom
- Seminar space
- Break-out spaces
- Distance education facilities

Outside gathering spaces

Student services/advising/financial aid

- Student government space
- Lounge
- Recreation facilities (not at the front of the campus)
- Housing (maybe in the next 40 years)

Bookstore

- Provide the college with an identity
- Ability to browse.

Facilities

- Warehousing space
- Maintenance area
- Shop
- Shipping and receiving area

B. Special Equipment

- There is not enough floor space for the special accommodation.
- Irregular power.

C. Relationships

- Student services located near the cashier, business office.
- Space for faculty to congregate.
- Congestion hurts the flow in the college.
- Parking and public transportation close to the front door.

C. Image/Design

- Front door. Want to see a reflection of the community doing what they are suppose to be doing: student center, library.
- Focus of the campus. Great use of the space. Function ahead of structure or design.
- Comfortable. Place to take pride in.
- Friendly, accessible, convenient.
- Accommodate those with special needs.
- Facility that reflects the environment (no stucco).
- Covered connections between buildings. Doesn't have to be all in one building.
- Safe and secure to learn (safe both physically and mentally for students).
- A place people are drawn to. "Your source of higher education in Lincoln County".
- Affordable.
- Positive.
- Content is substantial but the atmosphere is light. (Not dark and oppressive)
- A place where people want to come to learn.
- Appeal to a wide variety of people: seniors, high school students.
- Different from high school yet friendly enough that it is not intimidating.

5. Participants

A. Notes and Meeting

Date:	July 2, 1998
Time:	2:30 PM
Attendance:	Pat O'Connor
	Diane Shiner

1. Goals

A. Program Description

- Student services: testing center, financial aid, academic advising, career guidance, disability services, light guidance counseling, coordinate distance education, student activities, student government.
- Whatever it takes to help the students succeed.
- First contact with the college.
- Student lounge area. Information board for housing. Job posting.
- Testing is one of the first things students do when they enter the college. Testing area needs to be quiet and distraction free.

B. Development Objectives

- Healthy atmosphere. One-stop shopping. Everything co-located.
- Shared functions at satellites with other functions.
- Take advantage of the ocean location and heritage of the area (Native American themes). Display art. Small gallery.
- College should be a community center.
- With dedicated testing space a full spectrum schedule would be available, including career testing, telecourse/on-line testing, academic diagnostics, increased ASSET, increased GED, make-up exams, evening testing and testing for other colleges and agencies.

C. Planning Imperatives

- Atmosphere is critical in this area.
- Advisors need a space for confidential advising.
- Secure yet accessible file area for student files must be provided.

D. Environmental Stewardship

- Adequate natural light. Windows and skylights.
- Full spectrum lighting ideally.
- Adequate heating and ventilation. Noise control.
- Toilet rooms accessible with baby changing area.
- Recycling program.

2. Operational Criteria

A. Capacity and Scheduling

- Number of students testing for distance education is increasing every year. Testing is a service for the community.

B Staffing

- Receptionist/financial aid clerk
- 3 advisors
- 1 testing coordinator
- 1 testing assistant or alternate coordinator (part-time)
- 1 director
- 1 clerk/evening staff
- 1 registrar
- Work study support in all areas

3. Functional and Space Needs

A. Technology and Instructional Delivery

- GED testing twice a week at the main campus.
- Main increase in testing is in the telecourse and distance education areas.
- Career testing, ASSET and testing for other colleges and agencies also occurs.
- Student services functions occur at all locations.
- Childcare and transportation within the county is an issue.

B. Issues and Future Trends

- More student organizations in the future. This would mean the need for more places for students to meet.
- More counseling services in the future.
- There are child safety issues in the current facility. There should be a place for kids to play that is safe.
- On-line registration and web site for student information.
- Kiosk for student access.

- Head start or childcare at the college. This could be an independent organization where the college provides space.
- Arts, graphic arts, ceramics with a kiln, performing arts, video and sound courses. Computer aided design. Broadcasting. Human anatomy. Medical technology fields.
- South County facility needs to be totally reworked. It is only one room and needs to be accessible, Internet connection and a LAN.
- All classrooms need to be bigger.
- Shortage of art labs and science labs.

C. Student and Staff Flow

- Staff areas that are secure and not easily accessible for students.
- Busiest time is around registration time, also prior to graduation. Two weeks after classes begin and mid term and finals week are all busy times.

D. Key space Calculations

- Testing as many as 15 students at one time. Fire proof, locked and storage cabinet.
- Twenty-five students maximum in classes.

E. Adaptable Building Elements

Not discussed.

4. Design Criteria

A. Space Program

- Supply area separate from the student services area. To include the copy machine and supply.
- Testing center for 15 students. Computer based system testing. Twelve computer stations minimum. Table testing. Space for testing with students with disabilities. Waiting area for testing, with water and restroom access nearby. Office in a separate area, with secure storage areas and a fireproof lockable cabinet. The testing office should be separated from the testing room with a glass wall.
- Employee break room. Tables, chairs, windows, kitchenette. Seating for 25-30. Telephone and table for personal business.
- Four to six viewing cubicles for the telecourses for study. (Include wheelchair cubicles with voice access and appropriate software.)
- Four to six Internet cubicles for students to do research and homework. Ideally in a lab room. Check the tapes out from the library now. (Include wheelchair cubicles with voice access and appropriate software.)

- Student lounge for socialization and study. Vending machine with microwave. Vending machines with school supplies and copy. Capacity for fifty at one time. Half could be a student union and half a socialization area. Display area for student hand-outs within sight of the reception desk. Place for kids (toys and table).
- Career Center. Two computers Internet accessible. Career materials available in the center with copy machine convenient for students. Display space for pamphlets. Areas for one on one work with students for resume preparation. Place for video viewing. There will be a need for a placement component in the future. This would require additional space in the future. Place for students to sit and work on materials. Phone that is not a pay phone for students. Employment office counselor space and kiosk. Video area for mock interviews.
- Recreation area for PE or to work off steam. Weight room.
- Outside places for students to meet or for outside courses could occur.
- Smoking area.
- Display spaces for student art and trophies.
- Bookstore separate from the business office.
- Ideally an auditorium for student movies, seminars, lectures.
- Walking track, accessible.
- Adequate parking.
- Seminar room ideally available.

B. Special Equipment

- Student access phones. In the student lounge and distributed around the college.
- Voice activated computers for students with disabilities. Ergonomic keyboard.
- Intercom system.
- Reader board.
- Ed Net or similar area. Dedicated room.
- Tables and chairs for larger students.

C. Relationships

- Career Center adjacent to the testing center. Student supply area near this for access to the copy machine.
- One stop shopping.
- Registrar should be convenient to Student Services and the Dean of Instruction.

- Student services should be on the ground floor and one of the first areas that students see. Open and inviting.
- Entry should be able to see students, active, welcoming, soft and not stark. Simple not messy.
- Registrar, Dean of Instruction, Library, Faculty offices, bookstore should be arranged like the spokes on a wheel.
- Food service could be anywhere.
- Information area at the entry to the college.
- Bus stop coordinated with the County with delivery times coordinated.
- Site with shared use by farmers market, craft fair.
- External areas well lighted and secure.

5. Participants

A. Notes and Meeting

Date:	July 1, 1998
Time:	10:00 AM
Attendance:	Carol-Lynn Young Debbie White Pat O'Connor Ellen Sunnes Maggie Gray Janet Rackleff Diane Shiner

1. Goals

A. Program Description

- Business office, Personnel, General Administration, Bookstore, Registration and Operations

B. Development Objectives

- Areas of privacy for administrative areas
- Improved traffic flow, quiet spaces for work, reduced interruptions.
- Receiving area for purchasing.
- Separate facility for the bookstore.
- Look towards cross-utilization of rooms.
- Consolidation of student registration. Better service that is more convenient for students.
- Provide for shared use by the community. Zone the building to support evening and off-hour use of some parts of the facility.

C. Planning Imperatives

- Adequate ventilation and improved heating system.

D. Environmental Stewardship

- Abundance of natural light.
- Natural ventilation and operable windows. Some areas should have air conditioning for dust control.
- Orient the building to accommodate natural ventilation.
- Look at the use of recycled materials.
- Recycling space. Consider areas for collection of materials.
- Look at the trash processing, compacting, bailing.
- Carpeting and materials that are non-toxic.
- Natural woods and environmentally friendly sealants.
- Wind resistant. Look at potential alternative power sources.
- Passive solar systems. Solar lighting.
- Maintain the integrity of the site, large trees.

2. Operational Criteria

A. Capacity and Scheduling

Not discussed.

B Staffing

- President
- Director of personnel
- Finance area.
- Cathy, registration clerk, part time management assistant, part-time grant writer, network administrator, 3 accounting
- ABE/GED 1 staff (part-time), 1 coordinator. Office close to faculty.

3. Functional and Space Needs

A. Technology and Instructional Delivery

- Just in time shipping.
- Most supplies are delivered via UPS truck. There are some semi-trucks for paper.
- The grant writer will be getting grants for the whole college.
- Support community use: meeting spaces, common spaces, conferences, auditorium (veteran building) lecture area, not large stage, easy to move in and out seating of 150 people, low raked floor, friendly.
- There are a number of community centers. These are utilized to the maximum. Requests occur frequently. Outside groups out of Newport. There is no conference center in Lincoln County that holds 150. Hotels are cost prohibitive.

B. Issues and Future Trends

- Future areas: marketing, foundation. Foundation would ideally be located near the president.
- Spaces for work study students to work.
- System for scanning in student data for testing, assessment, registration.
- Telephone registration.
- Future information assessment position near the Deans.
- Registration system will know if students are able to take courses (if they have their prerequisite courses)

- If the college gets in to agricultural programs may want to get in to composting, otherwise maybe not.

C. Student and Staff Flow

- Students have to go several places now to register. This should be consolidated in the future.
- Students should go see an advisor first, register, go to financial aid and then the cashier.
- There should be a combination of methods for registration.

D. Key space Calculations

Not discussed.

E. Adaptable Building Elements

Not discussed.

4. Design Criteria

A. Space Program

- Receiving area for supplies. Storage for science supplies (refrigerated).
- Archive area for long term records storage. Could be located in an area that is remote from Administration. Has to be stored indefinitely. Microfilmed to meet space requirements.
- Copy machine/workroom with area to collate and compile materials. Space for storage of supplies.
- ABE/GED. Storage space for records and supplies. Area to meet privately with students. Small group meeting space. 5-6 seating.
- Board room for larger meetings. Seventeen at the table during budget meetings and space for public, 20 seats. Adequate media, AV, conduit, network connections, whiteboards. Toilets near by.
- Small meeting room with space for 12-15 (this could be shared with the board room)
- Communications room for the phone and routers.
- Mail room for sorting and distributing area. This could be in the receiving area.
- Presidents office should look like a presidents office. Location for assistant next to the president (this will be a shared position).
- Maintenance area.

- Network manager. Place where people can come in to talk. Ability to have computer work space. Located near the routers and system. Eventually will do trouble shooting for the equipment in the lab. Storage area for software, place to tear down the computers. Cooling.
- Security, location to direct visitors, CCTV system for monitoring building.
- First aid area.
- Employee toilet rooms.
- Employee break room. Sized for 15-20. Kitchenette with large refrigerator. Adequate tables, natural light.
- Cafeteria
- Office for Cathy. Accounting 2 workstations. Sound isolation for privacy on the phone. Low partitions to limit the distractions.
- Purchasing in its own area near receiving.
- Personnel. Space to interview, office to meet with employees 1-5 people. File storage. Application area. Protected area. Place should feel safe for employees and the director. Posting area for job announcements bulletin boards in a general areas. Shared the management assistant. This area might grow in the future.
- Reception/waiting area for the administrative area.
- Grant writer should have an office and space for interviews of faculty. Ideally located near the library.
- Deans office. There may be coordinators added in the future to work on various program activities. Support positions could be shared clerical position.
- Financial Aid. Records storage. Place for students to come and pick up their checks. Counters with computer access.
- Registration area. One person typically with other staff to support.
- Bookstore located convenient to registration and also convenient to visitors. Access for delivery trucks. Could be located near the student lounge area.
- Print shop as an enterprise area. This could be a staffed area.
- Auxiliary services. Room rentals, copy, bookstore, food service operations, print shop. Overseen by one staff person.
- Reception/information desk at some point in the future, separated from the registration area.
- Outdoor protected areas. Protect from the wind.

- Smoking locations where air doesn't circulate back into the building. Smokers should not feel ostracized.
- Bus stop and public transportation area. Bike path and bike rack storage.

B. Special Equipment

- Adequate outdoor lighting.
- Kiosk and phone in registration.
- Flag pole. (school, state, American flag)
- Adequate signage and traffic control. Easy for visitors to locate functions. "You are here" maps throughout the college.

C. Relationships

- Mail room with access to the copy room for faculty mail boxes.
- Presidents office adjacent to the board room.
- Financial aid near registration.
- For improved registration process: Locate financial aid, advising, registration, computers at the workstation, cashier,
- Separate registration from the administrative area.
- Cashier should be closer to student services. Location near the bookstore.
- ABE/GED close to the Dean of Instruction, near the classroom area.
- Maintenance. Shop, grounds, storage.

D. Image/Design

- Friendly atmosphere for people coming in.
- Open, team oriented feeling.
- Student friendly.
- Not intimidating.
- Kid friendly, for students who have children.
- Down home. Open with lots of natural light. Not ostentatious.
- Clear wayfinding.
- Not cold or gray concrete.

- Natural environment into the structures. Mimic the environment. Random organic form.
- Inn-Benton (dark and scary, too intimidating)
- Could be several stories.
- Build so that the buildings can expand
- Adequate, accessible parking.
- Marine science center in Newport is a nice image.
- Clear entrance that defines the Community College. Proud to enter the campus.
- Durable materials, abuse proof, rounded and protected corners, shading for the sun.
- Multiple buildings. May start as one and then move to multiple structure.
- Series of pods or spaces that could be a variety of sizes.
- Covered walkways between buildings.
- Water theme and/or fish tanks. Open area and the light. Natural Oregon feeling.

5. Participants

A. Notes and Meeting

Date:	July 2, 1998
Time:	8:30 AM
Attendance:	Cathy Olson Dustie Beatty Sharon Hahn Linda Mazingo Dawn Dewolf Steve Rose

1. Goals

A. Program Description

- Registrar and enrollment services.
- Business writing, GED, tutoring coordination, community literacy outreach, writing, administrative assistant to the Dean. Class scheduling.
- Academic Deans office.
- ABE, GED
- Study skills
- Science
- Social Sciences
- Community Education course coordination.
- Transfer credit classes, 2 associate degrees (AGS, AA) Vocational Certificates (Information processing, office support, clerical basics, bookkeeping) Management Certificate, EMT, Welding), Developmental education, Basic skills
- Automotive offered at the high school and Job Corps.
- Non-credit, ABE, ESL, foreign language, crafts, computer software.
- Classes are offered via traditional lecture. Science classes utilizing traditional labs, which are shared with the high school.
- Computer based courses. (software, operating systems)
- There are two computer labs, one at the main campus and one in Lincoln City.
- Math Center. Most math classes take place in this facility, some occur in Lincoln City. Courses utilize tapes.
- Distance Education courses via the WWW. Three classes per term offered by the College. Host classes taught from Chemeketa. All these courses seem to be growing. Many access courses from home.
- Video courses are also hosted here at the college.

B. Development Objectives

- Provide more space to accommodate program offerings and meetings.
- Create areas to support student life on campus.
- Provide continuity of services offered.

- Provide space for full and part-time faculty office space. Private space for student conferences.

C. Planning Imperatives

- Access for computers should be everywhere.
- ADA accessibility.

D. Environmental Stewardship

- Bring the landscape in to the college
- Have the College fit in to the natural setting. Minimize removal of natural elements.
- A growing number of the population is chemically sensitive. Minimize the use of toxic materials in the building.
- Plant native materials in the landscape for instruction.
- Adequate heating and ventilation.
- Utilize the building and the site as a teaching tool.

2. Operational Criteria

A. Capacity and Scheduling

- Ideally the facility would be open 7 days per week.

B Staffing

- 5 full time faculty now, may grow to 10-15 in the future.
- 45-47 part time faculty currently.
- Everyone is down to earth at the campus.

3. Functional and Space Needs

A. Technology and Instructional Delivery

- Networking in every classroom.
- Intensive mode of delivery works well for many programs and older students.

B. Issues and Future Trends

- There is not a base level of space in any area in the college.
- Utilization of the high school is effective for classroom space but the message is not the right kind of message for students.

- Parking adequate to meet the needs of faculty/students.
- There is a need for more course offerings in the trades: hospitality, health related fields, automotive. Future space requirements will be tied to long range planning for course offerings. It is difficult to assess the needs at this time.
- Have a presence in other areas in the county.
- Daycare facilities are an important consideration for students. This would attract more students.
- Food service facilities-especially if the college is located out of town.
- Currently there is very limited day-time classroom space.
- Currently there is no day time lab classroom space. This is available only in the evenings and not at all in the summer.
- Legislation for funding the first two years of college.
- Only 25% of students are going on to College right out of school.

C. Student and Staff Flow

- Private space for faculty and staff to work out of the student/public flow.
- Administrative flow and academic flow within the college. Logical organization of spaces.
- Administration should not be isolated from the flow of the campus.
- Don't want to isolate different populations. Encourage team building.

D. Key space Calculations

Not discussed.

E. Adaptable Building Elements

- Natural light within the classroom.
- Access to outdoors. Seating for eating, smoke.
- Lighting and acoustics to accommodate older learners.

4. Design Criteria

A. Space Program

- 1 Health careers lab to provide instruction in the curriculum. (Allied Health, EMT)
- Space to store EMT equipment.
- Lecture hall/ auditorium for special speakers. 350-400 seats.

- Multi-purpose use of spaces to allow flexibility for different uses.
- Classrooms that will seat 25-30 students with flexibility to accommodate varying sizes. Conduit wiring and network connections throughout. Rectangle with lots of writing space. Storage space. Place to hang coats and hats.
- 2-3 high-tech classrooms with projection device and satellite links. Need incandescent light at workstations that will not wash-out projection and general lighting (fluorescent okay) on separate dimming circuits.
- 2-3 science labs with storage for chemicals. Multi-use labs: Chemistry, biology, anatomy/physiology. Secure storage space for chemicals and equipment.
- 2-3 computer instruction labs for computer science, business, etc.
- Student commons area
- Computers and video equipment.
- Open student lab (write papers, print, access the Internet).
- One private office for every full time faculty with computer and telephone.
- 6-7 Shared part time faculty office area. Workstation, locker.
- Faculty workroom.
- Student success center works with 5-6 students at a time. Larger than a conventional classroom.
- ABE/GED classroom and office. Ability to sub-divide the room.
- Conference rooms for internal meetings. Provide several spaces for this activity.
- Secure storage for students records.
- Art studio space: sculpture, painting, ceramics, photography.
- Registrar office, secure storage, counter for interaction with students. Ideally there would be a student records library for access to old records (archival storage area).
- Provide an area for aerobics instruction with space to store equipment for this function at the college.
- Language lab for ESL and foreign language.
- Shared space for assessment/GED testing, BSA, BASIS, BEST (15-20 students).

B. Special Equipment

- Ability to download satellite programs to any classroom.
- All classrooms should have tables and chairs.

- Dry erase boards, stacking and rotate boards.
- Linn-Benton lab set-up ideal with sink between every two students and computer station at the end of each island.
- Safety shower and eye wash with Chemistry.
- Environmental chamber would be ideal.
- Provide for video/television technology.

C. Relationships

- Offices near the classroom.
- Place convenient to meet with students near the classrooms.
- Pod/quad with 4-6 classrooms in a grouping.
- Lab areas grouped together "sciences".
- Classrooms close to the Library, Student Services.
- Keep functions located together where daily or frequent interaction need to occur.
- Business administration/Computer
- Academically related programs together.
- Social science
- Orient all science areas together with a central storage room for shared equipment and supplies. (terrarium, microscope, specimen storage, refrigeration)

D. Design and Image

- Visible main entry
- Clear circulation pattern.
- Excited, alive
- College should feel like a "real school"
- Comfortable, inviting, abundant daylight.
- Bring green space into the college via courtyards. Paths through the forest.
- College should have a draw on its own.
- Viewing areas of actual history of the area.
- Places for display, student work, notices. Located near the student lounge.
- First name basis.

5. Participants

A. Notes and Meeting

Date:	July 1, 1998	July 2, 1998
Time:	2:30 PM	Voice Mail
Attendance:	Anne Temple Michele Garcia Steve Rose Kathy Wimer Sharon Beardsley Marlene VanNoy Beth Hubbard Melissa Kilgore Diane Shiner	Paula Sampson

1. Goals

A. Program Description

- Existing Library is approximately 900 SF.
- Currently offer comprehensive academic Library services.
- Media services. Limited services offered to the college. There are some functions that could be expanded given additional space. Coordinate distribution of media equipment to instructional spaces. TV, VCR, Overheads.
- Provide the web services for the college.
- Provide some distance education services.
- The main campus library is the library for the college
- Work with the SBDC and provide materials for this operation.
- Referrals from the Local library, part of the Coastal Research Sharing Network. Consists of 13 regional libraries.

B. Development Objectives

- Balance between being accessible and can also be private.
- Long term goal for this area is to provide adequate space for services.
- Meeting faculty and student needs with materials that can be provided.
- Handle growth of 1,000-2,000 titles per year. 20,000 titles in the 10 year plan.
- Subscribe to 1600 journals. This could be on a network system.
- Provide books for students who can't afford to buy them.
- There should be some provision for library services at each campus location.

C. Planning Imperatives

- Security for the collection.
- Flexibility to re-arrange the library to accommodate a variety of functions in the future.
- Adequate space for growth.
- The Library should be visible and inviting.

D. Environmental Stewardship

- Natural light to the library, indirect lighting.
- Temperature and humidity controls. 70° humidity is desired for book storage.

- Anchors for shelving with the flexibility to move shelving.
- Ergonomic furniture.
- Provisions for recycling in all areas.

2. Operational Criteria

A. Capacity and Scheduling

- 34.5 hours per week Monday through Friday. This will be it for now.

B Staffing

- 1.5 FTE staff currently.
- Ideally staffing could increase to allow for extended hours in the Library with a goal of 52 hours per week, with open until 7PM on M-TH.
- 2.0 FTE professional staff, 1.0 support staff. Possibly 1.0 FTE for media/graphics. 1.0 FTE Student staffing.

3. Functional and Space Needs

A. Technology and Instructional Delivery

- Networked computers in the library would build in to flexibility in the facility.
- Workstations for students, including wheelchair carrels. Carrels that are wired and networked, including software for voice and enlargement.
- Media classroom in the facility
- Computer lab.
- Film classes and projection capabilities.

B. Issues and Future Trends

- Community College consortium potentially in the future. Courier drop sites would be required for this function. Daily drop-offs.
- Group study area. Places for students to work without disrupting the library.
- Both a need for centralized and de-centralized services. Library could be everywhere at the Library and in the community.
- Student production area.
- Shared programs with 4-year institutions would increase the need for resource materials.