IOWA LAKES
COMMUNITY COLLEGE

FACILITIES MASTER PLAN

Drafted 2011 – 2012 from 2006 plan
Reviewed by Board of Trustees March 2012
Revised 2013 and 2014
Reviewed/Approved- Board of Trustees March 18, 2014
Facilities Master Plan

As a part of Iowa Lakes Community College’s overall plan to improve its facilities and service to students and the communities it serves, the college has developed this Facilities Master Plan (FMP).

This 2012-2020 master plan, incorporates future renovations, replacement, and growth projects over the next several years. In addition to planning for future development, master planning work has also established conceptual criteria for a variety of campus planning, infrastructure, and environmental topics.

The primary goal of this master plan is to provide a tool that will assist Iowa Lakes with its decisions regarding ongoing and emergent facility development planning.

A framework for an ongoing master plan process is in place that describes participants, a plan for biennial reviews and updates as the college plans and facility needs evolve. The Facilities Master Plan Committee facilitates discussions with faculty, staff, administration, students, community members, regulatory agencies, and the Board of Trustees and provides leadership and guidance to maintain a responsive and viable facilities master plan.

The committee periodically develops plan revisions that respond to changing needs and create facilities that support evolving institutional goals.

Vision

The Iowa Lakes Community College Facilities Master Plan is a collaborative process that develops long-range solutions in response to evolving college needs.

Mission

Driven by the college's strategic plan and using input from design consultants, facility conditions surveys, life-cycle analysis, instructional, and student affairs planning efforts along with evolving needs are integrated into a long-range plan for facility replacement and growth.

Purpose

The plant fund levy provides funding for community colleges to maintain and preserve facilities, upgrade spaces to meet the changing needs of students, local communities and business, and construct new facilities to accommodate growth and accreditation requirements.
Goals

The primary goals of the master plan are to support the college *Mission, Vision, and Strategic Plan* through the physical development of its campuses. Guided by the overarching college values and goals, the following specific goals for this 2012-2020 FMP:

- Reflect the college’s values through its physical environment.
- Maintain the existing character, architecture, natural environment, and open spaces.
- Support the incorporation of sustainable opportunities in campus development.
- Promote the conservations of natural resources and energy in the construction, maintenance, and operation of buildings.
- Plan for maximum flexibility for adapting to the changing needs of education.
- Enhance the college’s connections to and with its communities through its physical environments.
- Anticipate and fulfill short-term instructional needs while planning for long-term academic programs.
- Avoid waste and disruption resulting from piecemeal projects.
- Establish realistic schedules and capital budgeting plans.
- Enhance fund raising and development opportunities by improving the image of the college in the community.
- Provide a healthy, safe, accessible place for learning.

Objectives

The master plan established a series of physical objectives. These fall into the following general areas.

- New construction projects to be developed via various funding sources for growth, renovation, and replacement projects.
- Campus infrastructure improvements including buildings, parking, IT, lighting, windows and HVAC.
- Campus environmental upgrades which will enhance the physical environment for students, the community, and its visitors, including signage, circulation, landscaping, diversity, and outdoor recreational opportunities.

Methodology

Successful master planning projects begin with the planning team gaining an understanding of the functions or operations to be performed within the campus. The planning team conducted a series of meetings, facility tours, data collection, and observations.

The team then examined the college’s strategic plan, instructional and enrollment plans, and the facility conditions surveys, to insure that evolving needs are integrated into a long-range plan for facility replacement and growth.
This plan provides the college an opportunity to collaborate with the local city to address campus issues such as:

- Storm water Systems
- Sustainable Design/Low Impact Development
- Campus Entrance/Gateway
- Traffic (Vehicular and Pedestrian)
- Circulation/Parking/Wayfinding

**Sustainable Design**

Iowa Lakes Community College has a long history of environmental awareness. The design of the current construction project, the Sustainable Energy Resources & Technologies facility exemplifies the latest efforts to maximize the principles of Green Architecture, the reduction of energy consumption, elimination of VOCs (Volatile Organic Compounds), and maximization of natural lighting. Utilizing an existing facility minimized the impact on the environment, with most of the demolition materials being recycled. Although a LEEDs (U.S. Green Building Council's Leadership in Energy and Environmental Design) certification is not a specific goal, Iowa Lakes builds to LEED standards.

**Sustainable Principles**

Consideration of the natural campus setting was foremost during all design meetings as described by the following FMP sustainable design (Green Architecture) Principles:

- We will construct and maintain facilities that incorporate quality, sustainable design elements, enhance the Iowa Lakes experience, and effectively use space for all college functions.
- Our respect for the land will create a desire for all things to work together.
- We will strive to be ecologically responsible in all planning efforts.
- We will preserve and protect the natural environment of the campus through continuity of architecture and control/management of green and open spaces.

**Campus Character**

Planning meetings included discussions regarding the physical presentation of the Iowa Lakes campus to the students and community it serves. A series of goals were developed as an aid to generating elements that will enhance not only the visual image of the college but also strengthen the general campus organization and service opportunities. This will result in a more user-friendly environment.

**Site Planning**

During the meetings, the planning committee discussed the relationships of the spaces with their associated programs and services. Appropriate locations on campus for growth, renovation, and replacement, and the areas available/required at each location, were determined. A series of new
capital construction projects is proposed and located such that the projects organizationally support the campus planning goals. See Proposed Future Projects.

**Infrastructure**

Construction funding for necessary substantive campus-wide infrastructure needs such as; campus utility upgrades; roadway and traffic improvements; parking facilities, storm water etc., are difficult to obtain. It is essential that these needs be carefully planned and incorporated into the overall sequence of plant fund and master plan development. To the greatest extent possible, the costs of infrastructure needs shall be attached to specific building development projects in order to obtain the necessary funding through the normal funding mechanisms.

**Principles**

Iowa Lakes Master Planning will be a collaborative process that utilizes effective communication to develop solutions in response to college needs. Extensive effort will be made to involve campus stakeholders in master planning efforts through effective communication with the campus community.

Our planning process will be:

- Congruent with and supportive of Strategic, Instructional, Enrollment, and Technology Plans.
- An evolving process responsive to current information and future trends (Where are we? Where do we want to go? How will we bridge the gap?).
- Forward-thinking, flexible, and clearly defined.

**Design Ideals**

We will create designs that meet the access needs of our patrons and communities. Facilities will be constructed and maintained that incorporate quality, sustainable design elements, enhance the Iowa Lakes experience, and effectively use space for all campus functions. Regulatory agencies will be included as appropriate in the master planning process.

**Natural Environment**

Our respect for the land will create a desire for all things to work together. We will strive to be ecologically responsible in all planning efforts. Our goal will always be to preserve and protect the natural environment of the campus through continuity of architecture and control/management of green and open spaces.
Instructional Space

We will provide space conducive for quality teaching and learning environments that supports teaching innovations. Our instructional, support and community spaces will be:

- Accessible to the learning needs of students;
- Flexible to anticipate the changing needs of continuously evolving teaching methodologies and a growing campus and community;
- Adaptable for multiple purposes;
- Enhanced by technologies that encourage innovative teaching and service delivery;
- Sensitive to environmental issues.

Accessibility, Safety and Security

We will create and maintain building designs, public walkways, traffic flows, and parking that provide equal access to campus programs and services. Optimal lighting and signage will be provided to enhance a safe and secure campus environment. We will strive to provide adequate parking stalls with a goal towards maintaining and improving the aesthetics of our campus environment. We will attempt to mitigate the impacts of traffic and parking on our surrounding community.

The Administrative Bldg. at 19 S. 7th Street, Estherville is the location of the College President, Business Office, Human Resources, Facilities Management, Institutional Advancement/Scholarships, Planning and Development and Computer Center. This facility has two levels and arrangements can be made to meet individual requests by calling Kathy Muller, Director of Human Resources at 712-362-0433. Any individual visiting the Administration Building who needs accommodations should use the west entrance for parking and building accessibility. Meetings with employee’s whose offices are in inaccessible areas, will be scheduled in the conference room on the first floor.

The Board of Trustees meets twelve times a year, seven in the Administrative Bldg. and the other five at our campus sites. The following notice is on all Board meeting notices: “The Board of Trustees of Iowa Lakes Community College, with sufficient notice of at least forty-eight (48) hours prior to the start of a scheduled public meeting, will relocate the scheduled public meeting to accommodate the participation of individuals with disabilities. Please notify the Board Secretary at (712) 362-0491 if there are special accommodations required for your participation.” If a request for accommodations was received for a meeting scheduled for the Admin. Building, the meeting will be moved to the American with Disabilities Act compliant and accessible campus. When the meetings are held on the campus’, which are accessible we note the following on the published and posted Board Agenda. “Please notify the Board Secretary at (712) 362-0491 if there are special accommodations required for your participation.”
Technology

We will support emerging technology opportunities that enhance the learning environment for student, staff and faculty through appropriate infrastructure development and operations.

Social Environment

We believe Iowa Lakes is about people. We will strive to create a campus environment that encourages social interaction between students, staff, faculty, and community members. Physical spaces will be created that can be used for social interaction, co-curricular activities, and outside events.

Community Outreach

We will consider community needs as an integral part of our facilities master planning process for all our college locations. Collaboration with our communities and local industry will be important to meet facility needs.

Building Projects

- The master plan is reviewed/updated every two years to reflect funding decisions, programmatic changes and evolving facilities conditions.
- The FMP Committee meets twice a month and has two retreats a year.
- Updates reflect projects that are underway or being planned over the next several years. They range from new construction to capital repairs and improvements, and are based on currently understood needs for buildings, infrastructure, and programs.

Development Program

The master plan is reviewed/updated every two years to reflect funding decisions, programmatic changes and evolving facilities conditions. This 2014-2020 update reflects projects that are underway or being planned over the next several years. Projects range from new construction to capital repairs and improvements, and are based on currently understood needs for buildings, infrastructure, and programs.

Goal

All existing buildings are evaluated for appropriateness for replacement or renovation funding. Potential building sites for growth, replacement, and infrastructure projects will also be identified. Careful consideration of program need, FTE growth, project phasing/relocation issues, impact to college image and operations, and the likelihood of funding, will determine the priority under which the projects will be developed.
Purpose

In general, the older facilities at Iowa Lakes Community College are in average to above average condition for their use and age. Many mechanical and roofing systems are at or near end of life. The buildings were constructed prior to the expanding need for additional electricity to operate computers and new technologies.

Needs & Growth

As educational and Workforce training needs of Iowa Lakes and its community are ever-changing, it is imperative that the college adapt to emerging needs. These needs will be integrated into the Master Plan as they arise. Anticipated emergent issues include space for Fine Arts, Continuing Education, Industry Training, general student support, student activities and for additional general classrooms.

To view a current list of new and emerging programmatic needs, go to Proposed Future Projects.

Infrastructure

Along with each proposed building development project, infrastructure issues will comply with the local city’s use permitting requirements. Utilities will be upgraded to meet capacities necessary for project use and building size or as campus needs demand. Other site infrastructure issues will be defined by the conditional use permitting process and are expected to include storm water quality mitigation, right of way improvements and easements, etc.

Because these elements frequently carry substantive construction cost implications, every effort will be made to incorporate infrastructure elements within approved plant fund levy building projects.

IT

Purpose

It is important that IT infrastructure be part of the long-term planning of the college. As the college prepares for new building development and replaces outdated structures, clear and specific understanding of existing systems and planning for future needs is a critical planning component. Opportunities to acquire dedicated funding for IT projects should be pursued, especially the development of alternate pathways to ensure uninterrupted service.

IT systems are vital to the daily work of Iowa Lakes, and the infrastructure must be in place to ensure that these systems remain in service during temporary shut downs, outages, and emergencies. Telecommunications and IT systems will be created such that a triangulation of services will ensure redundancy.
Also vital to the college is the development of a robust infrastructure management system with both on and offsite monitoring capability that uses one tool to receive alerts and manage systems.

Specific IT and Telecom infrastructure goals include the following:

- Pathway redundancy will be created throughout campus so that service is uninterrupted during unforeseen events.
- The current network of services will be surveyed and mapped. Future needs will be identified and documented.
- Subsequent changes will take into account the likelihood of future campus development to the greatest extent practical.
- Specific Infrastructure Project Request should be investigated.
- All future capital development must include improvement to the overall IT distribution network serving the new building.

**Goal**

Campus Information Technology (IT) and Telecommunications (Telecom) infrastructure must continuously evolve in order to provide effective and efficient service that is easy to maintain and update. All future services shall consider and incorporate needs within the long-term master planning goals of the college.

**Emerging needs**

**Goal**

As educational and Workforce training needs of Iowa Lakes and its community are ever-changing, the college will respond to new and emerging needs. These needs will be integrated into the Master Plan as they arise.

**Framework**

Many needs do not in and of themselves qualify for the funding through specific plant fund levy requests and will require alternate funding mechanisms or will be incorporated into other larger projects.

**Current Needs**

The following non-prioritized list represents recent and emerging needs and will be updated as new needs emerge and solutions found:

- Emmetsburg – Nursing Expansion, Student Services, Campus Store, Entrance, re-purpose spaces
- Expanded Wellness center – additional locker rooms, expanded weight room
- Spencer-sprinkler system, roof, office space, student space, athletic training
- Estherville – repurposing of labs in wind and main bldg., Fine Arts, weight room
Goal

The primary goal is to provide a clearly designed and efficient sequence of events and spaces which will ease community access and use by first time visitors. Development shall consist of landscaping, signage, parking and building development that demonstrates that Iowa Lakes is an open and easily accessible educational community. It shall also display the college's commitment to sustainability and appreciation of its natural environment.

Landscape

Landscape opportunities shall be explored in collaboration with campus life, science, and natural resource programs in order to create learning opportunities. The college shall seek to educate its community about the environment through interpretative learning. All landscape development will follow sustainability guidelines for preservation of environment.

In support of Iowa Lakes Community College’s commitment to maintaining and promoting sustainable environmental planning and preservation, all college development will seek to incorporate low impact development practices.

Lighting

Appropriate site lighting illuminates pathways, increases safety, augments navigation, enhances comfort, and efficiently utilizes energy resources. When carefully considered, it will also assist in unifying the campus aesthetic. Lighting should be effective and energy efficient and should complement the campus character.

Gateways and building entrances will be highlighted to allow for good visibility. Additionally, supplemental architectural or landscape lighting may be included if it improves safety or fulfills a specific navigation role.

Master Planning Team

The Facilities Master Plan Committee consists of:

- College President
- College Vice-President of Administration
- Executive Director Facilities Management
- Executive Dean of Emmetsburg Campus
- Executive Dean of Estherville Campus
- Executive Dean of Students
- Executive Dean of Instruction
- Executive Director, Business & Community Relations

The FMP committee meets twice a month and holds two retreats per year. Facilities plans opportunities are assessed to ensure they respond to the needs and create facilities that support evolving institutional goals.
Current Projects

SERT – Sustainable Energy Resources & Technologies renovation

- The 30,000 square foot Medieval Glass bldg. was purchased in 2010 on a sheriff’s auction. Initially the facility was utilized for vehicle storage as administrators, faculty, industry partners, architects and engineers developed the renovation plan.
- Renamed Sustainable Energy Resources & Technologies (SERT), the renovation of this building will improve student learning, utilize modern technology, enhance industry training opportunities and provide room for growth. SERT is designed to be energy and mechanically efficient and is being constructed using the LEED rating with sustainable, durable materials.

Project Improvements

- Increased space and functionality: Square footage was increased with the addition of a second level on the west side of the facility and designed to provide optimal space for program consolidation, right size classrooms and added technology infrastructure for current and future growth.
- Fire suppression: Fire suppression sprinklers will be installed throughout the facility and the fire-alarm system will be installed.
- ADA access: The SERT Building did not provide code-compliant access for non-ambulatory persons. All entrances, hallways and pathways serving building entries will be ADA compliant.
- Energy efficiency: There was minimal thermal insulation in the exterior walls and roof, most of the exterior windows are single-pane and the window frames have no thermal break. The HVAC systems are grossly inefficient causing a tremendous waste of energy. This will be addressed by adding exterior insulation, replacing windows and upgrading to an energy-efficient geothermal and photovoltaic HVAC system.

Milestones

- Design began in spring 2012 and were bid April 2013
- Demolition and renovation began May 2013
- Completion is scheduled for July 2014, The renovated building will be fully operational fall quarter, 2014.