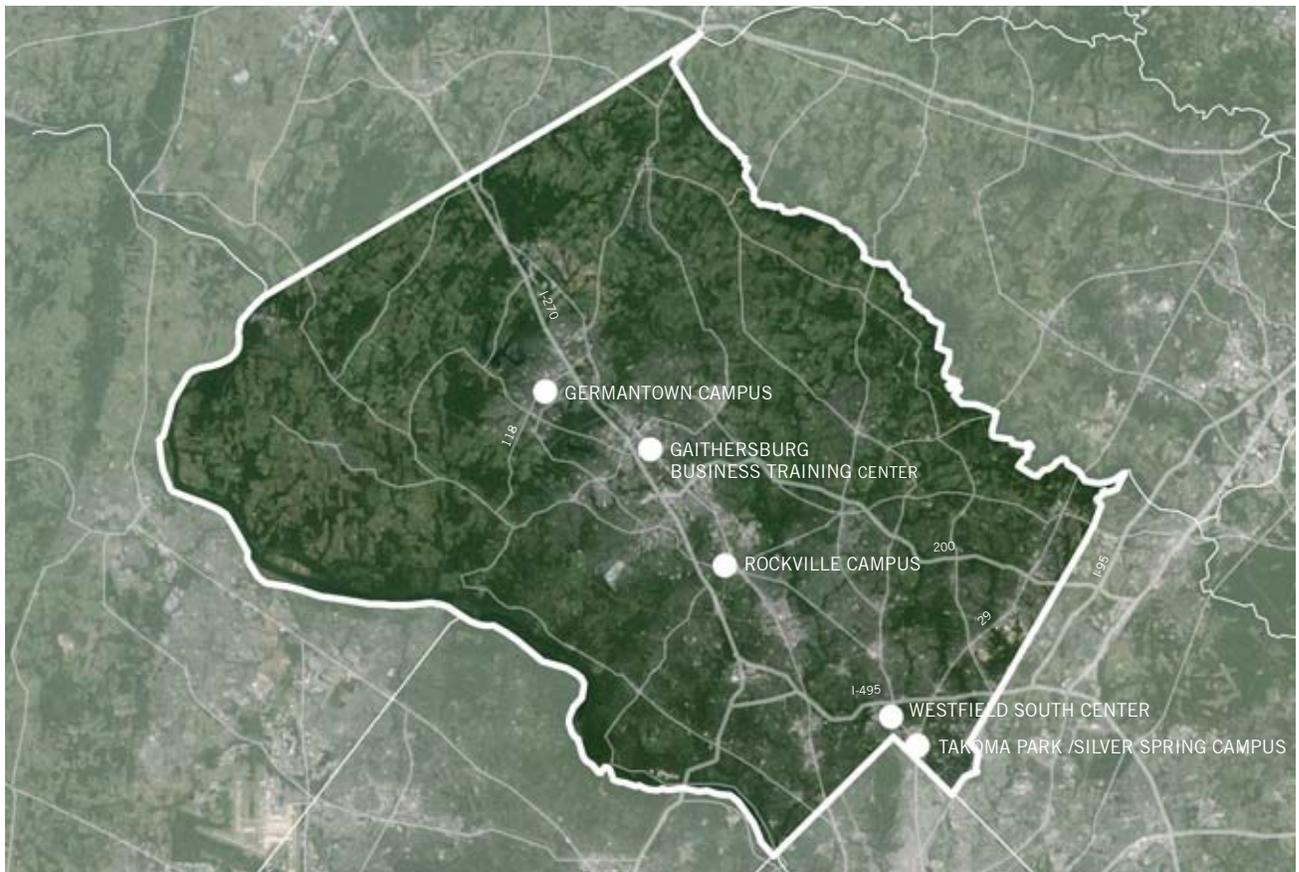


# 5



## WORKFORCE DEVELOPMENT & CONTINUING EDUCATION



## 5.1 CAMPUS BACKGROUND INFORMATION

### 5.1.1 Facilities Master Plan

This chapter focuses on the Workforce Development & Continuing Education (WD&CE) programs at each campus and at the two primary off-site locations in Gaithersburg and Wheaton. The over-arching goal of the Facilities Master Plan is to establish a framework for the development of capital projects and strategies to support the role, mission, and academic vision for WD&CE.

### 5.1.2 Institutional Characteristics

Workforce Development & Continuing Education (WD&CE) provides a unique instructional function on each of the three College's campuses, as well as separate sites at Westfield South in Wheaton and the Business Training Center in Gaithersburg. The WD&CE supports the College's mission of meeting multi-leveled educational, economic, and work force development needs by providing non-credit instruction, workforce training, and contract training. To support this effort, the Facilities Master Plan focuses on:

- Providing sufficient and adequate space at each location—classrooms, labs, offices, study, and support facilities—based on existing and projected needs;
- Consolidating and coordinating the WD&CE efforts on the Germantown, Rockville, and Takoma Park/Silver Spring campuses so that students, visitors, and the College community benefit from a consistent, responsive and high-quality experience at each location, and
- Presenting students the needed range of opportunities to study and learn collaboratively in supportive environments with the special assistance of faculty, counselors, and staff.

### 5.1.3 Academic Programs

The WD&CE programs at the College provide a wide range of non-credit and credit educational offerings and services designed to meet the needs of County residents and businesses. Individuals in career transitions, those reentering the workforce, and those maintaining current technical skills, as well as those seeking lifelong educational enrichment experiences, are among the more than 25,000 enrollees of WD&CE programs each year.

The educational offerings of WD&CE to residents, employees, and employers are organized into six program areas:

- Community Education and Extended Learning Services;
- Business, Information Technology and Safety;
- Gudelsky Institute for Technical Education;
- Health Sciences Institute;
- School of Art and Design (non-credit); and
- Adult ESOL and Literacy-GED programs.

Courses in these program areas are offered at each of the three campuses and at other community sites, including the Westfield South Center in Wheaton and the Business Training Center in Gaithersburg. In addition,

programs are offered at numerous schools, churches, community facilities, and places of business throughout Montgomery County.

Many WD&CE courses are delivered in response to the customized training program needs of business and community organizations. Contract training partnerships align College education and training resources with the demands of the workplace and are tailored to each business partner's requirements. Employer-sponsored training programs have grown significantly in recent years and are frequently delivered on-site at the business location.

More than 1,700 courses are offered each year through the six organizational units of WD&CE and reflect more than 25 program areas, including information technology, small business and management, technical training, certification and licensure preparation, financial planning, real estate, child care, health sciences, personal development, career development, writing, American English, cultural diversity, customer service, quality management, and leadership development. They are offered during the day, in the evening, and on weekends to meet the needs of the students being served. Following are descriptions of these six program areas that are encompassed within WD&CE at Montgomery College.

### **Community Education and Extended Learning Services**

Community Education and Extended Learning Services (CEELS) offers programs in six areas. Academic Pre-Credit Programs focus on assisting individuals to get ready for college and careers. The Pathways to Success program gives students who score below 52 on the College's entrance exam an opportunity to begin their education at Montgomery College by providing a fifteen week session in reading, writing, and life skills and career planning, including meeting with a Job Specialist to explore realistic career paths. Also offered is Fast Track Math, a two-week intensive review of pre-algebra and elementary algebra. The Foundation Skills programs connect reading and writing and enhance preparation of students for college-level placement. Extended Learning Services options include off-campus courses and Assessment of Prior Learning, whereby students may be able to obtain college credit for prior learning experiences. Foreign Language Programs offer non-credit language training and education to residents, employees, and employers, including a full range of English as a Second Language, conversational Spanish, and TOFEL preparation, as well as instruction of American Sign Language.

The Lifelong Learning Institute offers many courses for County residents 50 years and older at campus and community locations and sponsors several Elder Hostels each year with people from all over the United States. Personal Finance and Investing offers courses related to the management of personal finances and investment options. Through programs in Professional Certifications and Training adults are helped to get a job, keep a job, or be promoted. The Alternative Certification for Effective Teachers program prepares accomplished, talented individuals for teaching positions within the Montgomery County Public Schools. The Early Childhood Education programs offer classes designed for teachers, child care providers, and parents and award Continuing Education Units satisfying the State of Maryland annual staff training requirements. Developmental Disabilities Administration Training, which satisfies the State of Maryland Developmental Disabilities Administration, provides up-to-date human services training through recertification training courses for employees who currently work with individuals with disabilities.

Additional programs are offered in Food Safety and Hospitality and Real Estate/Mortgage Loan and Insurance Training. Professional Development courses focus on skills important for career advancement, especially communication skills. Programs for Adults with Developmental Disabilities include the Graduate Transition Program, the Challenge Program, and the Transitions Training for Independence. The Graduate Transition Program, resulting from a partnership with Target Community and Educational Services and Potomac Community Resources, assists students with special needs who are exiting from high school to make the transition to greater independent living through functional education, residential, vocational, and life skills services. Similarly the Challenge Program provides unique courses for adults with developmental disabilities function more independently in their homes, at work, and in

the community. The Transitions Training for Independence class is designed to allow students of ages 19 and 20 enrolled in Montgomery County Public Schools to complete their public education on a college campus. Test Preparation programs assist individuals in preparing for such standardized test as the SATs, while Writing programs involve courses for writing for business, writing for pleasure, and on appreciating literature, film and music. The College, through its Youth Programs and in cooperation with Montgomery County Public Schools, many private schools, and community organizations, offers a large summer program, school-year enrichment programs, and after-school and weekend programs for students in grades 3-12.

### **Business, Information and Safety**

Business, Information and Safety (BITS) offers courses and programs in Management Development, including project management, supervision, and team building, as well as courses leading to the AMA Certificate in Management; Sales and Marketing and Small Business, including customer service, sales success, marketing for managers, and selling and promoting products; and Biotechnology, assisting businesses in this expanding industry in Montgomery County with such courses as Cell Culture Basics, Essential DNA and RNA Technology, Good Laboratory Practice, and Teams and Team Building. The Instituto Hispano de Negocios (Hispanic Business Institute) offers bilingual training and education for this business sector in such areas as small business development, food safety certification, OSHA safety, QuickBooks, and legal office assistant. The Information Technology Institute specializes in information technology and responds to the rapidly expanding need for skilled workers in high technology companies. It offers cutting edge high technology courses at all three campuses, as well as at strategic off-campus sites, and provides customized training at business and government sites throughout the region. In addition to credit and non-credit courses, special programs include: Tech LEAP/Web LEAP, which is intended to retrain individuals for new careers in the information technology field, summer programs for high school students, and a program developed in partnership with Montgomery County Public Schools to train information technology teachers. The Hospitality and Food Safety programs provide training and certification in the fields of restaurant, hotel, event management, and customer service industries. Real Estate Professional Licensure and Certification Program offers approved licensure and certification courses for insurance and real estate and training as a mortgage loan officer. Transportation Safety Institute offers approved courses related to boating safety, driver education, motorcycle safety, truck driver (CDL), and sport pilot. Finally the Advanced Placement Institute is an intensive four-day professional development opportunity designed to provide AP teachers with the strategies and tools to engage students in active, high-level learning which results in academic success.

### **Homer S. Gudelsky Institute for Technical Education**

The Homer S. Gudelsky Institute for Technical Education (GITE) is a public-private joint venture providing state-of-the-art technical education and training opportunities in automotive education, building and construction technology, computer publishing and printing technologies, and fabrication and manufacturing technology. Eight different instructional delivery options are available—customized contract training, distance education, apprenticeship-related instruction, on-site training, long- or short-term training, certificate programs, Associate of Applied Science degree programs, and credit and continuing education courses.

### **Health Sciences Institute**

The Health Sciences Institute (HSI) WD&CE, provides non-credit programs for adult education and work-force development in health related fields, including entry level and advancement health career training, CPR and first aid, health information, nursing, and wellness. Located in the Health Sciences Center at the Takoma Park/Silver Spring Campus, programs and courses are offered in a variety of health careers and human service related fields that can increase the expertise of trained healthcare professionals and lead to entry-level positions for those new to the industry. Specially designed curricula offer practical, real world training to build professional skills in a variety of healthcare and human service fields.

**School of Art and Design**

WD&CE offers student-focused non-credit art and design (NC A & D) classes for ages 6 and older in an art college setting that provides a supportive community for artists at all levels. Classes for age 6 to 15 are offered by age groups and type of art to be explored, and a pre-college program for high school students and adults is available for those who wish to develop a portfolio for college admissions or for professional growth. Adult classes in fine arts range from very beginning levels to drawing and painting classes at the advanced levels. Digital design and multi-media classes for adults are for artists and photographers to expand their artistic skills while other adults are enhancing their digital design skills for job change or promotion.

**Adult ESOL and Literacy-GED**

The Adult ESOL and Literacy-GED Programs (AELG) are grant-funded programs offering a variety of classes for newcomers, refugees, those who wish to become U.S. citizens, and those who wish to take the General Educational Development (GED) examination. The Adult English for Speakers of Other Languages (ESOL) has six levels and provides basic English language and life skills instruction to county residents. Classes are also available in English in civic participation and U.S. citizenship preparation. The Refugee Training Program is a grant-funded program that offers classes in English for documented refugees and political asylees in the American workplace, basic life skills, computer literacy, and pre-vocational training in health care and other fields. The Literacy-GED Program serves those who have not obtained a high school diploma and need to improve their literacy, writing, numeracy, and other content area skills, to earn a GED. It also offers a GED Practice Test and community orientations on the GED test and program.

**5.1.4 Enrollment**

Growth has occurred in both WD&CE program offerings since 2008 with total student enrollment declining slightly during that same period. WD&CE enrolled more than 46,000 students in 2013, a 2% decrease over its 2008 enrollments, and it offered 4,573 sections of courses, an 8% increase over the number of sections offered in FY 2008. Annual Full Time Equivalent (FTE) enrollments grew by 8% since 2008 and State funded FTE grew by 20% during the same period.

TABLE 5.01 WD&CE ANNUAL ENROLLMENT, 2008 AND 2013

	2008	2013	% CHANGE
<b>Annual Total Students</b>	46,807	46,077	-2%
<b>Annual No. of Sections</b>	4,248	4,573	8%
<b>Annual Total FTE</b>	3,955	4,286	8%
<b>Annual State FTE</b>	2,675	3,219	20%
<b>% Annual State FTE</b>	68%	75%	7%

Source: Montgomery College

WD&CE is also projecting growth in its programs, although much less than in its recent past. Annual funded course FTE enrollments are expected to increase 41% to 4,505 FTE in fall 2023. Not all of these enrollments will be delivered on-campus or at off-campus locations in leased facilities. Those courses offered off-campus or on-line are expected to increase by 42% while on-campus enrollments or those at the College's leased sites are expected to increase at 42%. These enrollments translate into a projected fall term, on-campus/leased location enrollment of 1,647 FTE, an increase of 42% through 2023.

TABLE 5.02 WD&amp;CE ANNUAL AND FALL TERM FTE ENROLLMENT, 2013 AND 2023

	2008	2013	% CHANGE
<b>Annual State FTE</b>	3,210	4,550	41%
<b>Annual Off-campus/On-line FTE</b>	1,575	2,230	42%
<b>Annual On-campus/site FTE</b>	1,635	2,320	42%
<b>Fall On-campus/site FTE</b>	1,157	1,647	42%
<b>% Annual State FTE</b>	68%	75%	7%

Source: Montgomery College

Focusing on WD&CE's fall term enrollment, Community Education and Extended Learning (CEEL) and the AELG Programs represent more than 60% of WD&CE FTE enrollment, and this is expected to continue over the planning period. All of the WD&CE programs are projected to experience growth through 2023 with CEEL, AELG, Business, IT & Safety (BITS) and the Gudelsky Institute for Technical Education (GITE) experiencing the greatest increase in total students. Offerings by the School of Art and Design (non-credit) are expected to grow the most—182%, but enrollments will only represent 6% of the total FTE enrollments.

TABLE 5.03 WD&amp;CE FALL TERM ON-CAMPUS/SITE FTE BY PROGRAM AREA, 2013 AND 2023

	2013	% TOTAL	2013	% TOTAL	10 YR. % CHANGE
<b>Community Ed &amp; Ext Learning</b>	462	40%	627	38%	36%
<b>Business, IT, &amp; Safety</b>	150	13%	214	13%	43%
<b>Gudelsky Institute Technical Education</b>	197	17%	263	16%	33%
<b>Health Sciences Institute</b>	58	5%	66	4%	14%
<b>Non-credit Art + Design</b>	35	3%	99	6%	182%
<b>AELG Programs</b>	255	22%	3787	23%	48%
<b>Fall On-campus/site FTE</b>	1,157	100%	1,647	100%	29%

Source: Montgomery College

Where the growth in WD&CE enrollments will occur is also of importance to the College's planning, especially for facilities. Rockville will continue to serve the greatest numbers of FTE WD&CE students, with 675 FTE WD&CE enrollment projected in the fall of 2023, which represents a 27% growth over fall 2013 levels. The largest growth in enrollment is expected at the Germantown campus (287%) with the planned emphasis on biotechnology, and on the Takoma Park/Silver Spring Campus (71%) with highest growth occurring in the arts programs. The Gaithersburg Business Training Center is also expected to grow modestly by 3%, and the Westfield South Center at 29%. The Takoma Park/Silver Spring Campus' FTE enrollments will continue to represent the second largest share of enrollments with 24% of the WD&CE FTE enrollments. Finally, WD&CE continues to study opportunities for and the feasibility of establishing a presence in an area of the East County.

TABLE 5.04 WD&CE FALL TERM ON-CAMPUS/SITE FTE ENROLLMENT BY LOCATION, 2013 AND 2023

	2013	% TOTAL	2013	% TOTAL	10 YR. % CHANGE
<b>Germantown</b>	46	4%	132	8%	287%
<b>Rockville</b>	532	46%	675	41%	27%
<b>Takoma Park/Silver Spring</b>	231	20%	395	24%	71%
<b>Gaithersburg Business Training Center</b>	208	18%	215	13%	3%
<b>Westfield South Center</b>	139	12%	180	11%	29%
<b>East County</b>	-	-	48	3%	n/a
<b>Fall On-campus/site FTE</b>	1,157	100%	1,647	100%	

Source: Montgomery College

TABLE 5.05 WD&CE STAFF POSITIONS BY AREA, 2013 AND 2023

	2013 FT	2013 PT	2013 FTE	2013 FT	10 YR % CHANGE	2023 PT	10 YR % CHANGE	2023 FTE	10 YR % CHANGE
<b>Vice President</b>	51	40	61.00	39	-12	30	-10	-10	-15
					(-8%)		(-25%)	(-25%)	(-24%)
<b>CEELS</b>	13	5	14.25	39	+26	16	+11	+11	+29
					(200%)		(220%)	(220%)	(202%)
<b>BITS</b>	8	3	8.75	18	+10	4	+1	+1	+10
					(138%)		(33%)	(33%)	(117%)
<b>GITE</b>	3	1	3.25	5	+2	4	+3	+3	+3
					(67%)		(300%)	(300%)	(85%)
<b>HSI</b>	3	1	3.25	5	+2	0	-1	-1	+20
					(67%)		(-100%)	(-100%)	(54%)
<b>NC A+D</b>	1	0	1	2	+1		0	0	1a
						0	(0%)	(0%)	100%
<b>AELG</b>	22	0	22.00	23	+1	(100%)	8	8	3.00
					(5%)	8			(14%)
<b>Total WD&amp;CE</b>	100	50	113.50	131	30		12	12	33
					(32%)	62	(24%)	(24%)	(30%)

Source: Montgomery College

### 5.1.5 Faculty and Staff

While the College projects that its overall number of FTE faculty will increase at 12%, faculty supporting WD&CE will remain at approximately 33.5 FTE faculty through 2023. This no growth projection in WD&CE faculty illustrates that most of the growth in WD&CE programs over the planning period will not require support from traditional faculty sources, but rather will rely on professionals from the respective fields.

In terms of staff, the College expects its overall numbers of full-time, part-time, and FTE staff to increase 6% from fall 2013 to fall 2023. In contrast WD&CE is anticipating a 13% increase in staff to support projected enrollment growth and expanded outreach, particularly in the health sciences and art at the Takoma Park/Silver Spring Campus and biotechnology at the Germantown Campus.

TABLE 5.06 WD&CE STAFF POSITIONS BY LOCATION, 2013 AND 2023

	2013 FT	2013 PT	2013 FTE	2013 FT	10 YR.% CHANGE	2023 PT	10 YR. % CHANGE	2023 FTE	10 YR. % CHANGE
<b>Germantown</b>	3	2	3.50	13	10	4	+2	14.00	+10.50
					(233%)		(100%)		(300%)
<b>Rockville</b>	22	3	30.50	24	2	32	-2	32.00	+1.50
					(9%)		(-6%)		(5%)
<b>Takoma Park/ Silver Spring</b>				27	17	6	4	28.50	+1.50
	10	2	10.50		(70%)		(200%)		(171%)
<b>Gaithersburg Business Training Center</b>	43	10	45.50	40	-3	10	0	42.50	-3.00
					(-7%)		(0%)		(-7%)
<b>Westfield</b>	22	3	22.75	21	-1	6	3	22.50	-0.25
					(-5%)		(100%)		(-1%)
<b>East County</b>	--	--	--	8	n/a	4	n/a	9.00	n/a
<b>Total WD&amp;CE</b>	100	51	112.75	133	33	62	11	148.50	35.75
					(33%)		(22%)		(32%)

Source: Montgomery College



## 5.2 EXISTING CONDITIONS

### 5.2.1 Location

Workforce Development & Continuing Education is spread among the three College campuses and is also located in leased space in Wheaton at the Westfield South Center, and in Gaithersburg at the Gaithersburg Business Training Center. See Figures 5.01 and 5.02. In addition, WD&CE offerings are distributed throughout the County at many business and municipal locations.

Table 5.07 illustrates the distribution and location of course offerings.

TABLE 5.07 - COURSE OFFERINGS

	2013 % OF TOTAL
Takoma Park/Silver Spring	11%
Germantown	2%
Rockville	29%
Westfield South Center	9%
Gaithersburg Business Training Center	7%
Other (community)	35%
On-Line Courses	6%
Total	100%

Source: Montgomery College

### 5.2.2 Program Identity and Image

In general, WD&CE lacks an identity of its own within Montgomery College. Currently the space utilized at each of the campuses is dispersed which does not allow students, visitors, and the College community to benefit from the ease, energy, and excitement generated by the synergy of proximity and consolidation of like functions.

### 5.2.3 Building Usage / Functional Adequacy of Facilities

Workforce Development & Continuing Education occupies space at each of the campuses, and also manages two off-campus leased locations, Gaithersburg Business Training Center in Gaithersburg and Westfield South Center in Wheaton.

Currently WD&CE occupies 14,554 NASF on the Takoma Park/Silver Spring Campus, 1,062 NASF on the Germantown Campus and 11,436 NASF on the Rockville Campus for a total of 27,052 NASF on the three campuses.

Descriptions of the programs and functions at the Westfield and Gaithersburg Business Training Centers are included below. The general adequacy of each building to support these programs and functions is also presented.

At the Takoma Park/Silver Spring Campus, WD&CE's Customer Services and other programs are located in the Morris and Gwendolyn Cafritz Foundation Arts Center.

**FIGURE 5.01 GBTC LOCATION. WD&CE**



 BUILDING PARTIALLY OCCUPIED BY WD&CE

 STUDENT WALKING RADIUS

At the Germantown Campus, the WD&CE program is currently distributed throughout the Campus. The recently acquired Paul Peck Academic and Innovation Building serves as the consolidated location for the Germantown WD&CE programs, housing offices and classrooms.

The Rockville Campus houses the largest concentration of WD&CE administrative staff. These spaces are located primarily on the upper floor of Campus Center, along with a few dedicated offices in the Homer S. Gudelsky Institute for Technical Education.

The Westfield Shopping Town in Wheaton (9,749 NASF) was originally occupied in 1999 and expanded in 2000 and 2010. The College occupies a portion of the second and third floors of the building. The space includes ten classrooms ranging in capacity from 20 to 40, one computer lab, reception areas, private offices for administrative staff and associated workspace, a small lounge, coat storage, and IT support space serving primarily the AELP and ESL programs. WD&CE programs are split between two floors which create redundancies in student services and reception, and conflicts between the College and other tenants leasing the remaining space on floors two and three. There is insufficient classroom space, study space and meeting space for informal gathering. The classrooms are renovated office space; rooms are oddly proportioned and not conducive to instruction. There are no offices for faculty, or spaces for faculty to meet students for counselling and advisement. The lease arrangement leaves the College with little control over security and maintenance of the facility. While the building is accessible, ADA access to the building is adjacent to the dumpster bay/loading dock, and there is only one ADA restroom on the fourth floor of the building. There is no room in the building to lease additional space.

The Gaithersburg Business Training Center at 12 S. Summit Avenue, Gaithersburg (14,347) was leased in 2013 for a period of ten years. Occupying all of the fourth and half of the third floors of the building, the renovated space provides WD&CE with five computer classrooms, three general purpose classrooms, the WD&CE administrative suite, and staff offices that include space for the Information Technology Institute, a reception/registration area, testing area, and lounge. Programs vary; Cyber Security and Life Learning have the largest enrollment. Courses range from full semester to contract courses that may last a week to several weeks. Contract classes often take place off site at the businesses of institutes where the instruction is needed.

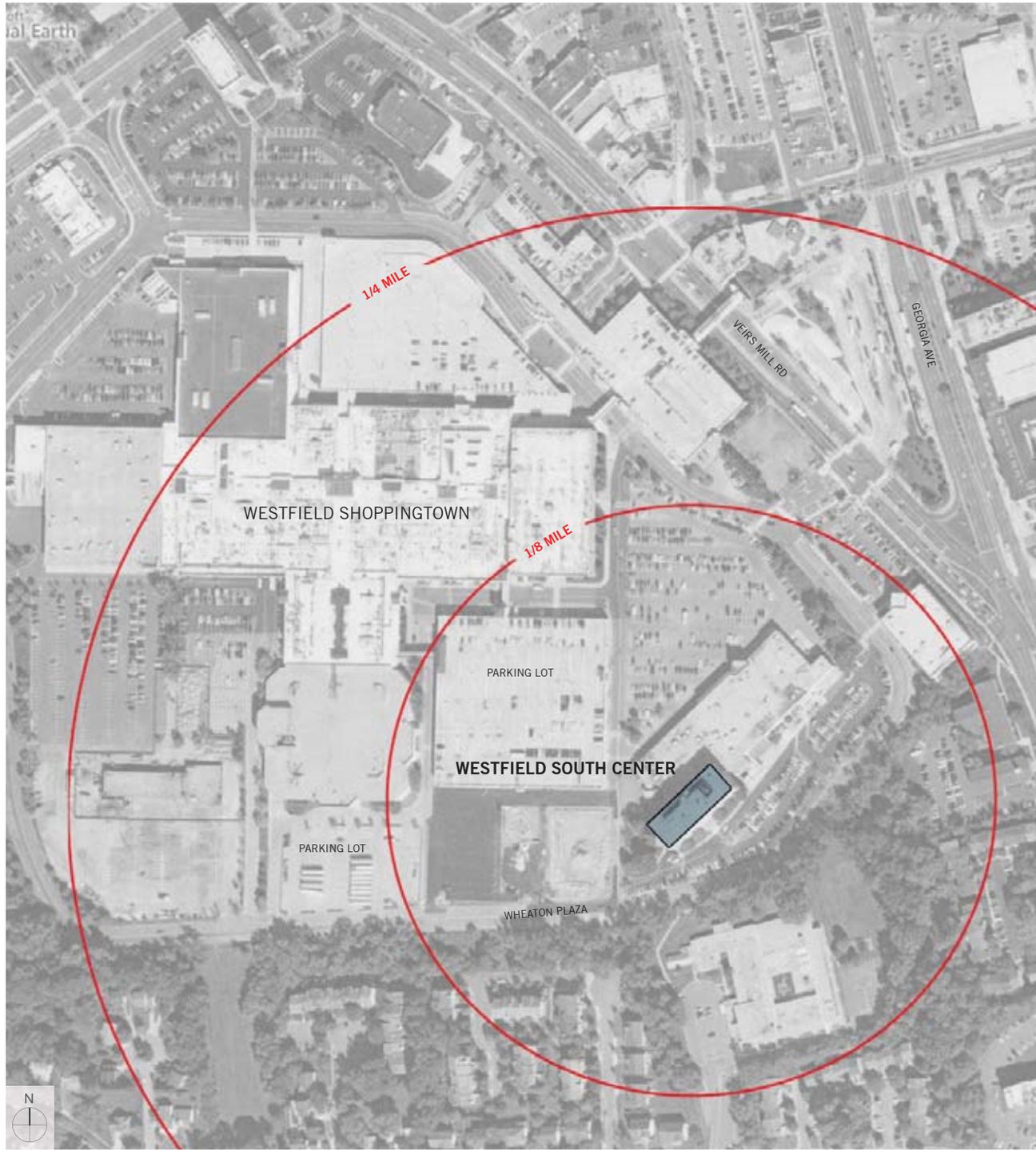
The instructional space needs are inadequate to meet the current programmatic requirements; classrooms and computer labs are at capacity in the morning and near capacity in the evening. Administrative offices are under-sized; there is insufficient space for staging and work areas. There are no offices for faculty, or spaces for faculty to meet students for counselling and advisement. There is no room to accommodate growth without leasing additional space. There is also insufficient space for study and for informal meeting and relaxing.

#### **5.2.4 Building Conditions**

In 2015, the College updated the facilities condition assessment for each of its three campuses, including buildings and site infrastructure components. The primary focus of this effort was to:

- Provide a baseline condition assessment of the College's facilities to include infrastructure components and building systems;
- Provide the College with budget estimates for funding required safety improvements and reducing the deterioration of campus buildings and infrastructure components;
- Assist the College with building code and accessibility compliance and to ensure that the facilities are operated as required;
- Utilize the assessment in the implementation of an ongoing process of the identification and prioritization of maintenance and capital repair projects;

**FIGURE 5.02 WESTFIELD SOUTH CENTER LOCATION. WD&CE**



 BUILDING PARTIALLY OCCUPIED BY WD&CE

 STUDENT WALKING RADIUS

- Provide decision support capabilities with assessment consultant VFA's facility management software solutions.

A facilities condition assessment was not performed for the leased space at the Westfield and Gaithersburg Business Training Centers. The facilities conditions assessments summaries for the Takoma Park/Silver Spring, Germantown and Rockville Campuses, Sections 2.3.2, 3.3.2 and 4.3.2, respectively.

### **5.2.5 Parking and Vehicular Circulation**

This section presents the parking, access and pedestrian issues dealing specifically with WD&CE uses at each of the campuses, including Wheaton and Gaithersburg.

#### **Takoma Park/Silver Spring Campus**

Students and faculty that are part of the WD&CE program on this campus can use both the East and West Parking Garage facilities. Parking is generally adequate to serve the courses offered by the Health Sciences Institute and other WD&CE programs on the Takoma Park/Silver Spring Campus. Campus wide issues of access and circulation are addressed in Section 2.2.5 Vehicular Circulation and Parking.

#### **Germantown Campus**

The Paul Peck Academic and Innovation Building is served by an adjacent parking lot. Campus wide issues of access and circulation are addressed in Section 3.2.5 Vehicular Circulation and Parking.

#### **Rockville Campus**

Currently faculty, staff and students in the WD&CE programs park throughout the available Campus parking. Because classes are spread throughout the campus, it is assumed that the response to parking is also spread evenly throughout the perimeter parking lots.

#### **Westfield South Center**

The Westfield facility is located in the Westfield shopping mall, with ample parking adjacent to the WD&CE offices and program spaces. The shopping mall is also well served by mass transit. The Wheaton Metro (WMATA) Station is a short distance away on Viers Mill Road. It is a transfer point between Metro, Metrobus and Ride On. Despite the short distance, there is no direct pedestrian access between the station and Center. Pedestrians must share the loop road surrounding the mall with vehicles.

#### **Gaithersburg Business Training Center**

The Gaithersburg facility is served by an adjacent parking structure which offers ample parking for faculty and staff. It is also located in historic downtown Gaithersburg, which is served by the MARC trains; the Gaithersburg station is across the street from the GBTC. Ride On serves the train station.



## 5.3 FACILITIES PROGRAM

### 5.3.1 Space Needs

Assessments of the current and projected facilities needs for Workforce Development & Continuing Education are generated by applying current and projected planning data related to enrollment, instructional delivery, library collections, faculty, and staff to the State of Maryland Guidelines for facilities at community colleges, as well as guidelines developed by the College specifically for Workforce Development & Continuing Education. Separate planning data and needs assessments are done for non-credit programs offered on-campus, whether at the Germantown, Rockville, and Takoma Park/Silver Spring Campuses, and for those offered off-campus, at either the Gaithersburg or Westfield South Centers. Refer to Table 5.08 for the planning data for on-campus WD&CE functions, and Table 5.309 for the planning data for the off-campus WD&CE functions.

TABLE 5.08 WD&CE NEEDS ASSESSMENT PLANNING DATA, 2013 AND 2023

	Actual 2013 Fall	Projected Fall 2023	% Change
<b>FTDE-Noncredit</b>	452	717	59%
<b>WSCH-Lecture-Noncredit</b>	5,288	8,392	59%
<b>WSCH-Lab-Noncredit</b>	1,482	2,351	59%
<b>FTE Students</b>	733	1,162	59%
<b>FTE Faculty</b>	4.50	4.50	0%
<b>FT-Faculty</b>	4	4	0%
<b>PT-Faculty</b>	2	2	0%
<b>FT-Staff</b>	36	64	78%
<b>Planning Head Count</b>	184	299	60%

Source: Montgomery College

TABLE 5.09 WD&CE NEEDS ASSESSMENT PLANNING DATA FOR OFF-CAMPUS, 2013 AND 2023

	Actual 2013 Fall	Projected Fall 2023	% Change
<b>FTDE-Noncredit</b>	176	280	59%
<b>WSCH-Lecture-Noncredit</b>	2,061	3,276	59%
<b>WSCH-Lab-Noncredit</b>	577	918	59%
<b>FTE Students</b>	285	453	59%
<b>FTE Faculty</b>	2.00	2.00	0%
<b>FT-Faculty</b>	2	2	0%
<b>PT-Faculty</b>	0	0	0%
<b>FT-Staff</b>	65	69	6%
<b>Planning Head Count</b>	122	176	27%

Source: Montgomery College

TABLE 5.10 WD&CE COMPUTATION OF SPACE NEEDS, 2023

HEGIS CODE	ROOM USE CATEGORY	NEED 2023	PROJECTED INVENTORY*	SURPLUS (DEFICIT)
<b>100</b>	<b>CLASSROOM</b>	<b>12,587</b>	<b>16,393</b>	<b>3,806</b>
<b>200</b>	<b>LABORATORY</b>	28,563	5,545	(23,018)
210	Class Laboratory	25,552	5,545	(20,007)
220	Open Laboratory	3,011	0	(3,011)
<b>300</b>	<b>OFFICE</b>	<b>12,911</b>	<b>4,672</b>	<b>(8,239)</b>
310-350	Office/ Conf. Room	11,371	4,672	(6,699)
320	Testing/Tutoring	1,540	0	(1,540)
<b>400</b>	<b>STUDY</b>	<b>1,200</b>	<b>240</b>	<b>(960)</b>
410	Study	1,050	240	(810)
420-30	Stack/Study	0	0	0
440-55	Processing/Service	150	0	(150)
<b>500</b>	<b>SPECIAL USE</b>	<b>0</b>	<b>0</b>	<b>0</b>
520-23	Athletic	0	0	0
530	Media Production	0	0	0
580	Greenhouse	0	0	0
<b>600</b>	<b>GENERAL USE</b>	<b>4,458</b>	<b>738</b>	<b>(3,720)</b>
610	Assembly	0	0	0
620	Exhibition	600	0	(600)
630	Food Facility	2,128	0	(2,128)
640	Childcare (N/A)			
650	Lounge	1,130	738	(392)
660	Merchandising	600	0	(600)
670	Recreation Space (N/A)			
680	Meeting Room	8,000	5,180	(2,820)
<b>700</b>	<b>SUPPORT</b>	<b>3,481</b>	<b>482</b>	<b>(2,999)</b>
710	Data Processing	600	482	(118)
720-740	Shop/ Storage	2,431	0	(2,431)
750	Central Service	450	0	(450)
760	Hazmat Storage	0	0	0
<b>800</b>	<b>HEALTH CARE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>900</b>	<b>RESIDENTIAL (N/A)</b>			
<b>050-090</b>	<b>ALTERATIONS/ IND USE (N/A)</b>			
	<b>Total NASF:</b>	<b>63,200</b>	<b>28,070</b>	<b>(35,130)</b>

\* Projected Inventory includes existing space in 2013 plus approved development projects including those in design or construction. Source: Montgomery College

TABLE 5.11 WD&amp;CE COMPUTATION OF SPACE NEEDS FOR OFF-CAMPUS, 2023

HEGIS CODE	ROOM USE CATEGORY	NEED 2023	PROJECTED INVENTORY*	SURPLUS (DEFICIT)
<b>100</b>	<b>CLASSROOM</b>	<b>4,910</b>	<b>5,680</b>	<b>770</b>
<b>200</b>	<b>LABORATORY</b>	<b>7,602</b>	<b>3,193</b>	<b>(4,409)</b>
210	Class Laboratory	6,426	3,052	(3,374)
220	Open Laboratory	1,176	141	(1,035)
<b>300</b>	<b>OFFICE</b>	<b>12,836</b>	<b>9,132</b>	<b>(3,704)</b>
310-350	Office/ Conf. Room	11,786	9,132	(2,654)
320	Testing/Tutoring	1,050	0	(1,050)
<b>400</b>	<b>STUDY</b>	<b>1,200</b>	<b>365</b>	<b>(835)</b>
410	Study	1,050	365	(685)
420-30	Stack/Study	0	0	0
440-55	Processing/Service	150	0	(150)
<b>500</b>	<b>SPECIAL USE</b>	<b>0</b>	<b>0</b>	<b>0</b>
520-23	Athletic	0	0	0
530	Media Production	0	0	0
580	Greenhouse	0	0	0
<b>600</b>	<b>GENERAL USE</b>	<b>2,000</b>	<b>188</b>	<b>(1,812)</b>
610	Assembly	0	0	0
620	Exhibition	400	0	(400)
630	Food Facility	400	0	(400)
640	Childcare (N/A)			
650	Lounge	600	188	(412)
660	Merchandising	600	0	(600)
670	Recreation Space (N/A)			
680	Meeting Room	0	0	0
<b>700</b>	<b>SUPPORT</b>	<b>2,250</b>	<b>397</b>	<b>(1,853)</b>
710	Data Processing	600	397	(203)
720-740	Shop/ Storage	1,200	0	(1,200)
750	Central Service	450	0	(450)
760	Hazmat Storage	0	0	0
<b>800</b>	<b>HEALTH CARE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>900</b>	<b>RESIDENTIAL (N/A)</b>			
<b>050-090</b>	<b>ALTERATIONS/ IND USE (N/A)</b>			
	<b>Total NASF:</b>	<b>30,798</b>	<b>18,955</b>	<b>(11,843)</b>

\* Projected Inventory includes existing space in 2013 plus approved development projects including those in design or construction. Source: Montgomery College

Current and projected space needs for each type of space in the respective on-campus or off-campus inventories for which a guideline is available were then computed. Comparisons with the respective current inventories and the ones planned for 10 years later, given approved capital projects, were made, and surpluses or deficiencies relative to the respective space categories were identified. Table 5.10 presents the computation of space needs for the Germantown, Rockville, and Takoma Park/Silver Spring on-campus delivery of WD&CE programs, while Table 5.11 shows similar computation for the off-campus centers, including the Gaithersburg Business Training Center, and Westfield South.

Currently WD&CE's on-campus delivery of programs at the College's Germantown, Rockville, and Takoma Park/Silver Spring Campuses shows an overall deficiency of 35,130 NASF, a significant amount of space.

Currently WD&CE's off-campus delivery of programs shows a deficiency of 11,843 NASF. WD&CE has no approved facility projects for its off-campus centers over the planning period; the key decision will be whether to lease, construct or purchase space at a location in East County to expand to address unmet demand.

One of the priorities for WD&CE is to ensure that sufficient and adequate space is available among its various locations and buildings, including dedicated space. As WD&CE seeks to support the College's mission with non-credit and workforce development training, there is a need to closely monitor enrollment and program changes to determine WD&CE's evolving facility needs.

In addition to the proposed projects to allocate dedicated space to WD&CE programs noted below, it is critical that the WD&CE programs be given fair consideration along with for-credit courses, when scheduling use of on-campus space. An important component of the WD&CE programs is their integration with and use of the various, often specialized facilities currently existing on each campus.

A description of the programs located within proposed building projects for dedicated WD&CE space is discussed in section 5.4 2013-2023 Facilities Master Plan.

## 5.4 2013-2023 FACILITIES MASTER PLAN

### 5.4.1 Campus Facilities Master Plan Guiding Principles

As part of the planning process, a series of guiding principles were developed to assist in the evaluation of master plan alternatives. These guiding principles are presented below, and are reflected in the 2013-2013 Facilities Master Plan. This Master Plan for WD&CE focuses on:

- Consolidating Workforce Development & Continuing Education efforts on the Takoma Park/Silver Spring, Germantown and Rockville Campuses so that students, visitors, and the College community benefit from the ease, energy, and excitement generated by the synergy of proximity;
- Providing sufficient and adequate space at each location—classrooms, labs, offices, study, and support facilities—based on existing and projected needs;
- Presenting students the needed range of opportunities to study and learn collaboratively in supportive environments with the special assistance of faculty, counselors, and staff;
- Creating a stronger identity for the WD&CE program on each campus and at off-campus locations to enable a broader reach into the community and a clear, welcoming environment for visitors, and new and potential students.

### 5.4.2 Regional or Local Issues

The College is constantly reassessing the breadth of community outreach as embodied in the WD&CE program. They have identified a growing population in the east Montgomery County area which is currently underserved by the community college network.

### 5.4.3 Program Identity and Image

In order to strengthen the identity and image of the College's WD&CE programs, an approach similar to that of retail establishments is recommended. This approach will entail developing a standard welcoming configuration and design for public entry space of each WD&CE on-campus and off-campus location. The design would include standard materials for flooring, walls, ceiling and lighting, as well as furniture and signage. The graphics developed for signage should be coordinated with the printed material that WD&CE distributes. The College should expend some effort to develop a design concept that is consistent with the WD&CE mission and will serve the program for the next five to ten years.

### 5.4.4 Proposed Land and Building Use

Based on the College's anticipated enrollment growth over the 2013-2023 period, and supported by the instructional and other needs identified during the master planning process, the College has identified a number of capital projects for Workforce Development & Continuing Education (WD&CE). Implementation of these projects will allow the College to provide for the physical space needs of WD&CE over the ensuing 10-year period. Detailed facility programs will be prepared for each project as the College's capital funding requests are developed for submission to the State of Maryland and Montgomery County.

Below are listed the WD&CE projects included in this ten year Facilities Master Plan. Section 5.4.7 Projected Costs summarizes the cost estimates for completing this work.

#### **Renovation of the Paul Peck Academic and Innovation Building for WD&CE at Germantown Campus**

Currently WD&CE staff are housed in available offices in the Humanities and Social Sciences Building but without a specific location to provide a point of presence. Ultimately, the location in the Humanities and Social Sciences Building is required to support the Germantown Campus's credit programs. It is anticipated that at some point in time the WD&CE presence should be completely relocated to the Paul Peck Academic and Innovation Building where the program can be consolidated and provided with dedicated space and an identifiable presence.

#### **Reallocation of South Campus Instructional and Mannakee Buildings to WD&CE at Rockville Campus**

A portion of the South Campus Instruction Building and the Mannakee Building should be reallocated for use by WD&CE activities at the Rockville Campus. WD&CE programs are currently housed at the Campus Center and elsewhere. The relocation of WD&CE into these buildings will make possible the consolidation of Rockville Campus in-take functions and student support spaces in the Student Services Center.

#### **Alteration of the Homer S. Gudelsky Institute for Technical Education and Replacement of the Interim Technical Training Center at Rockville Campus**

There is an on-going need to reconfirm WD&CE's program needs within the Homer S. Gudelsky Institute for Technical Education (GU) and reallocate space for new program initiatives and growth of existing activities. The Interim Technical Training Center (TT) should be replaced with a facility that is better integrated with the needs and functions of the Institute, including supplies storage for GU. This project is accounted for in the Rockville Campus Facilities Master Plan.

#### **Continued Leasing of Westfield South Center**

The College is in the second year of a ten year lease of this facility and should continue to honor that lease for the duration of its term through 2023.

#### **Continued Leasing of Gaithersburg Business Training Center**

The College is in the second year of a ten year lease of this facility and should continue to honor that lease for the duration of its term through 2023.

#### **Future East County Location**

Given the growth in program offerings in the east County area, the College should continue to monitor and study the feasibility of leasing or purchasing a facility to house WD&CE programs in this part of the County.

Table 5.12 lists the WD&CE projects included in this Ten Year Facilities Master Plan. Section 5.4.7 Projected Costs summarizes the cost estimates for completing this work.

### **5.4.5 Proposed Circulation and Parking**

This section presents the parking, access and pedestrian issues dealing specifically with WD&CE uses at each of the campuses, including Wheaton and Gaithersburg.

#### **Takoma Park/Silver Spring Campus**

With the completion of the West Garage, parking is generally adequate to serve the courses offered by the Health Sciences Institute and other WD&CE programs on campus. No new changes are proposed.

#### **Germantown Campus**

Since the Paul Peck Academic and Innovation Building is served by an adjacent parking lot, parking is considered to be generally adequate to serve the courses offered by the WD&CE programs on campus. No new changes are proposed.

TABLE 5.12 WD&amp;CE EXISTING AND PROPOSED DEDICATED SPACE, 2023

	Existing NASF 2013	Master Plan 2023	NASF Change
<b>ON-CAMPUS</b>			
<b>Takoma Park/Silver Spring Campus</b>			
Morris and Gwendolyn Cafritz Foundation Arts Center	11,709	11,709	0
Resource Center	54	0	(54)
Pavilion One	1,243	0	(1,243)
<b>Germantown Campus</b>			
Humanities and Social Sciences Building	3,327	3,327	0
Physical Education Building	90	0	(90)
Paul Peck Academic and Innovation Building	0	18,380	18,380
<b>Rockville Campus</b>			
Campus Center	10,787	0	(10,787)
Homer S. Gudelsky Institute for Technical Education	incl. in MCR	incl. in MCR	incl. in MCR
Humanities Building	2,181	2,181	(2,181)
Interim Technical Training Center	incl. in MCR	incl. in MCR	incl. in MCR
South Campus Instruction Building	10,887	17,160	6,273
Mannakee Building	0	27,366	27,366
<b>TOTAL ON-CAMPUS</b>	<b>40,278</b>	<b>80,123</b>	<b>39,845</b>
<b>OFF-CAMPUS</b>			
Westfield South Center	9,749	9,749	0
Gaithersburg Business Training Center	14,347	14,347	0
East County - TBD	0	0	0
<b>TOTAL OFF-CAMPUS</b>	<b>24,096</b>	<b>24,096</b>	<b>0</b>
<b>TOTAL WD&amp;CE</b>	<b>64,374</b>	<b>104,219</b>	<b>39,845</b>

\* Projected Inventory includes existing space in 2013 plus approved development projects including those in design or construction.

Source: Montgomery College

**Rockville Campus**

With the relocation of the main WD&CE programs to the South Campus Instruction Building (SB) and Mannakee Building, the parking situation will improve for a good portion of WD&CE program students, faculty and staff. The SB is served by an adjacent parking lot. No new changes are proposed.

**Westfield South Center**

With ample parking for the shopping center also serving the WD&CE programs located here, no new changes to parking are proposed. The College will continue to encourage the use of mass transit to this location.

**Gaithersburg Business Training Center**

With ample parking in the adjacent parking garage also serving the WD&CE programs located here, no new changes are proposed. The College will continue to encourage the use of mass transit to this location.

**5.4.6 Implementation of the Facilities Master Plan**

With regard to implementing the proposed WD&CE projects, the College prioritized the sequence based on current plans. Changes in program priorities may lead to changes in the implementation plan. Project priorities on the TP/SS, Germantown and Rockville Campuses are identified in the 2013-2023 Building and Site Concept Plan for each campus.

**5.4.7 Projected Costs**

Project costs for WD&CE spaces and buildings are identified in campus chapter cost tables.

**5.4.8 2023 - 2033**

The WD&CE program is intended to adjust flexibly to the continuing education needs of the community workforce. Further development will be part of ongoing monitoring of needs, as well as population fluctuations in Montgomery County.



