

COLLEGE DESCRIPTION

Klamath Community College began operations in July 1996 and is Oregon's newest community college. In its first year of operation, the College enrolled 513 full-time equivalent students (FTEs). In 2005, enrollment was 1,329 FTE, a 159% increase since its inception.

Klamath Community College provides a wide range of program offerings. These programs include the following areas:

- College Transfer/Lower Division Collegiate
- Professional-Technical
- Community Education
- Developmental Education
- High School Completion
- Assistance to the Small Business Development Center at the Oregon Institute of Technology
- Advanced Technology
- Adult Basic Education
- English as a Second Language Instruction

The College completed master plan studies in 1998, 2001, and 2004, to anticipate and plan for the future. Many of those projections accurately predicted enrollment growth at the College. Projections have been updated to reflect the anticipated enrollment over the next ten years.

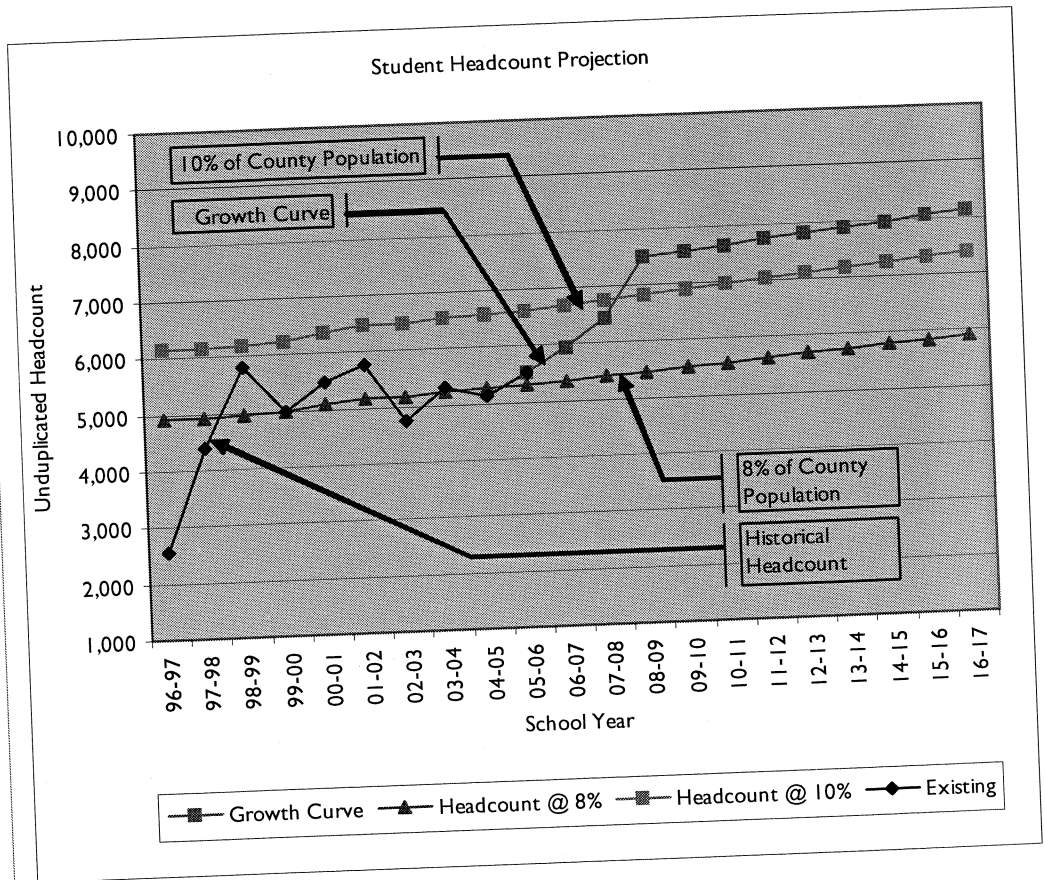
KCC has also seen a change in the composition of its enrollment. The College currently attracts more part-time students and has a greater percentage of college transfer students in attendance.

Enrollment projections included in this document anticipate the completion of Phase One of a new college campus. Expanded facilities will be necessary to support enrollment demands. New programs, particularly in the industrial and engineering areas, can not be offered until appropriate space is available.

STUDENT HEADCOUNT PROJECTIONS

The projected student headcount is based on a percentage of the projected county population. The College now attracts 8% of the population. The average market share of other community colleges in the state is 10%. It is reasonable to expect that over time the College could reach this percentage of the population or greater. In all likelihood the percentage will increase over time. The "growth" line below indicates a continuous increase in students over time, with a tapering beginning in 2009.

*Student Headcount
Projection*

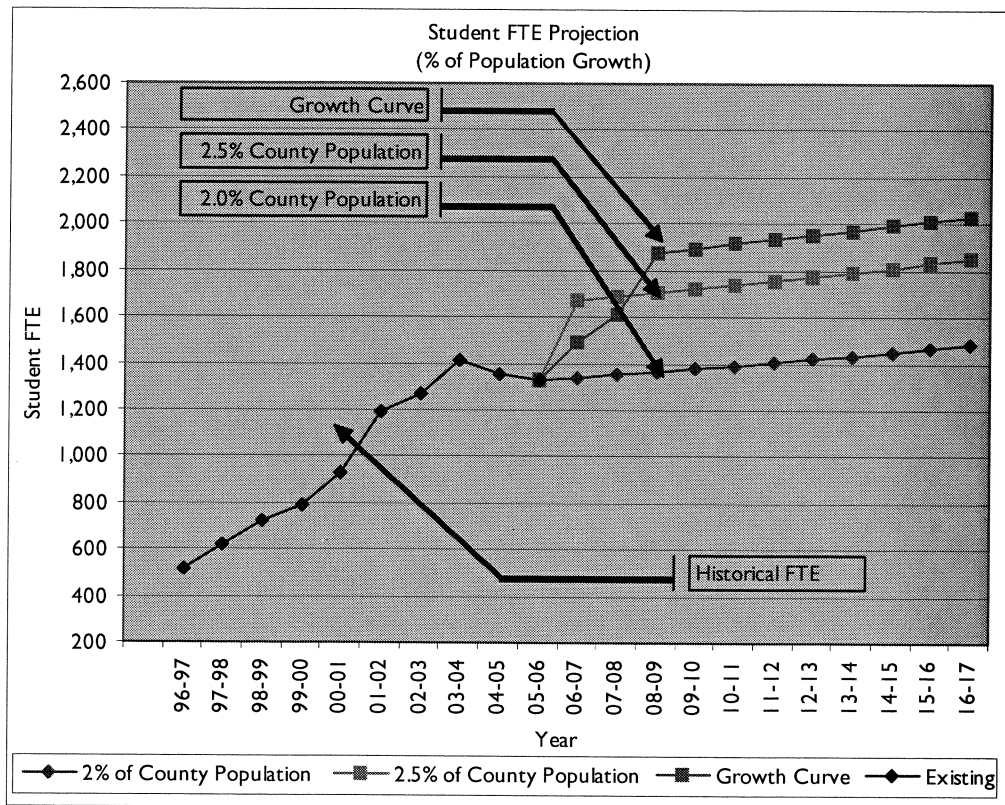


STUDENT FTE PROJECTIONS (BASED ON PROJECTED COUNTY POPULATION)

FTE projections are based on the headcount projections on the previous page, and anticipate a 4:1 ratio of student headcount to full-time equivalent student.

The "growth curve" line indicated below is the most probable growth scenario. Student FTE figures are likely to experience a more irregular growth pattern (with some rapid increases and some decline years) than the graph below illustrates, however the anticipated enrollment of approximately 2,000 FTE is a reasonable planning target.

Student FTE Projection

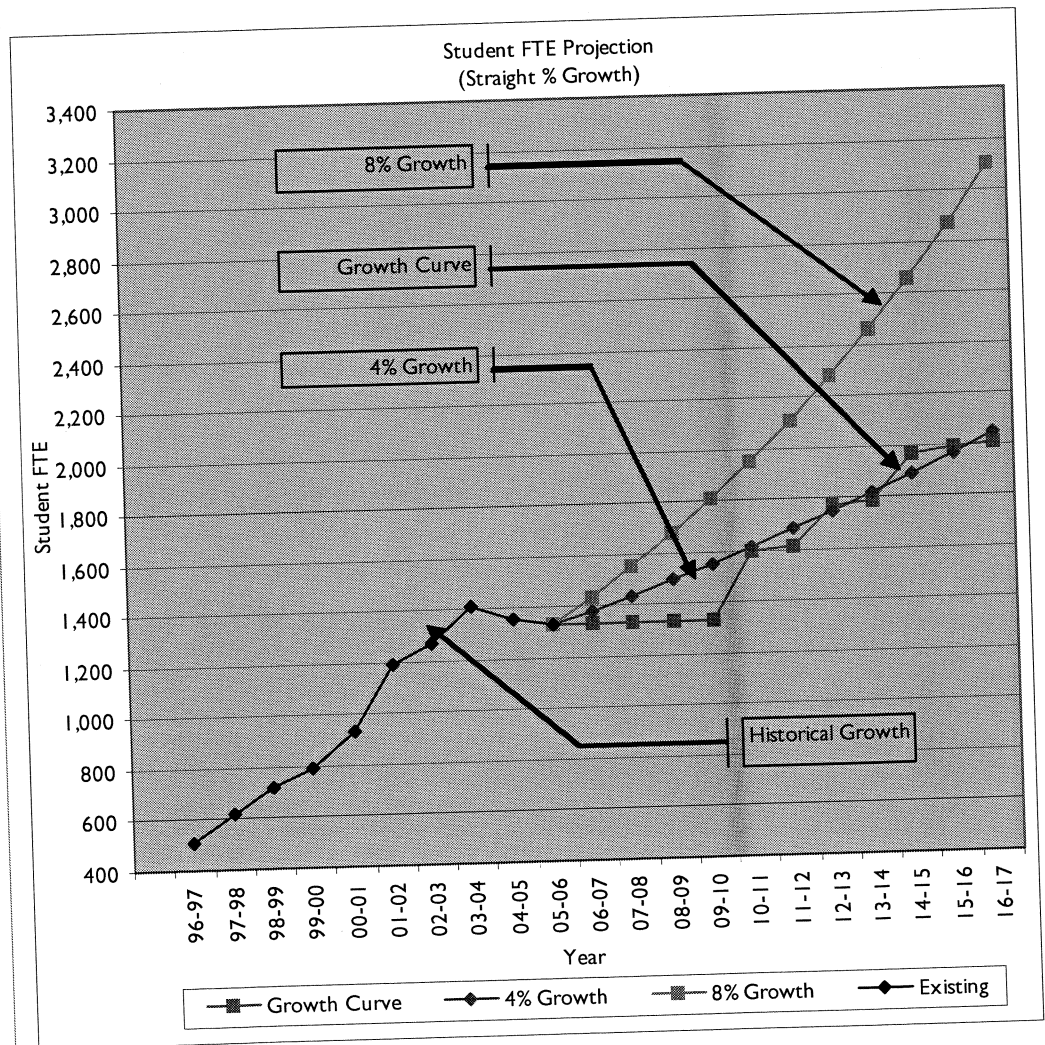


STUDENT FTE PROJECTIONS (BASED ON SIMPLE GROWTH)

The graph below illustrates additional projections based on a simple percentage growth in student population. The "growth curve" represents a more likely scenario, where more rapid growth is associated with the addition of new facilities.

Enrollment is expected to remain essentially static until the completion of Phase One. Klamath Community College facilities are at capacity in many areas, such as the Learning Resource Center (LRC), science lab and computer labs. No more additions can be constructed on the commercial property to expand the LRC, labs, or add new programs which would facilitate enrollment growth. Enrollment increases are expected at the completion of each phase, when additional facilities are provided. Anticipated completion of Phase One is in 2010-11, dependent upon capital construction funding by the Oregon legislature and Klamath County taxpayers.

Student FTE Projection



**COLLEGE
PROGRAM**

INSTRUCTIONAL PROGRAMS

Program Description

The College's goal is to offer a limited number of programs and be very good at what it does.

There are two different types of students that will attend the College. The degree/certificate students will study a common core of courses and complete their studies either in transfer or career preparatory classes. Students seeking occupational education must complete the same general education as college transfer students. Programs for noncredit students will be structured for quick study, with most students taking one or two courses.

- One-year certificate for immediate employment.
- Two-year degrees, career opportunities, as well as transfer.
- Contribute to economic development by providing training for workers.

The educational goal is for all students that graduate with a degree from the College to have a well-rounded education.

- General education allows more flexibility with students and greater efficiency with a smaller student population.
- General education core prepares students for collegiate transfer.
- Create an environment for students to work together and assimilate rapidly. Students stay together within their division.

Credit Programs

The College offers transfer degree programs in the Arts and Sciences, as well as, a program in General Studies.

Professional/Technical programs are organized around broad occupational categories that were established by the legislature for the public school systems.

Categories include:

- Arts and Communication
- Business and Management
- Health Services
- Human Services
- Industrial and Engineering, including Apprenticeship
- Natural Resource Systems

There is an additional credit program category called Technical Studies. This category provides for independent student study in a chosen area of study.

Non-Credit Programs

Noncredit courses are integrated with other credit course programs. Examples of this type of study include:

- Health/business-office systems and management development programs
- Arts-hospitality training, including culinary work, customer service, hotel management, supervisory instruction and gaming
- Connection with government agencies for employee training
- Construction-building construction - a class and lab program, including masonry, framing, finishing, form work, creating and reading blueprints
- Apprenticeship and journeyman continuing education and training: electricians, plumbers, millwrights
- Occupational safety and health training courses
- Wildland and structural fire science training
- Industry specific training
- Trade specific courses and programs
- Technology training courses
- Community education courses

Other College Services/Amenities

- Library services
- Tutorial services including intervention academic services
- Group student placement testing and assessment
- Open computer access
- Institutional student assessment testing
- Primary student academic meeting place outside of the classroom, providing individual and group study spaces
- Assist with special needs accommodations
- Off-hours functional administrative center for students and part-time staff
- Placement and career resources in partnership with other service agencies
- Community involvement, including optional branch location for the county library
- Media center- check in/out
- Testing services for selected agencies

Future Program Needs

- Small business management program; part of the small business development center; three-year program working with the individual business in the classroom and on site
- Remote training for business; a need in the community (workshops, seminars)
- Building maintenance
- Security and police training
- Government contracts (typically computer training)
- *Journalism (web-based and hard-copy publication)*

Development Objectives

- First spaces built ideally would match the will of the donors and the District
- Locate faculty clustered in one area to force integration
- Improved availability of manufacturing and training program space

Planning Imperatives

- The College needs to look at being a resource for professional programs, such as continuing education for accountants, realtors, veterinarians, etc.
- Create an administrative core center
- Provide places to do technical trade training

Environmental Issues

- Use of renewable energy - an economic goal for the community
- Use of high performance ("green") strategies for facility construction and operation
- Change from a timber community to a diverse economic community
- Water issues for farming
- Solar orientation of facility for heating and natural light
- Building as a learning tool ("green building"); energy efficient
- Green areas for runoff
- Use of recycled materials—given the economics of material cost
- Living lab for plant material; promote within the community
- Area for display of student work—everyone contributes
- Hall of honor—current students posted with their accomplishments
- Deal with air quality, noise issues associated with trade programs
- Heated and air-conditioned facilities that are energy efficient
- Hazardous material storage of chemicals and solutions

Capacity and Scheduling

Credit Classes

- Greatest majority will be traditional schedule (6 AM-10 PM)
- "Just-in-time" scheduling for classes
- Concentrated study will be done as an individual contract, not as part of the regular schedule
- Apprenticeship programs are typically a four-year program or 8,000 hours (three terms for two nights a week)
- Journeymen have specific classes that would last 30-60 hours at a time
- EMT is typically a six-month training time; one basic and one intermediate class every year; EMT paramedic may be offered once every five years
- Building construction: carpentry apprentice program is 240 hours in four sessions; typically bypass the construction season

Non-Credit Classes

- Most classes occur at night and on weekends to meet the needs of the working community
- Contracts with the Klamath Tribe and WIA (Workforce Investment Act) typically occur during the day
- Contract training is based on what the industry needs; a number of individual classes occur throughout the year
- Truck driving classes in partnership with other colleges or independent businesses

Staffing

- Refer to the college organizational chart in the Appendix section of this document.

Technology and Instructional Delivery

- Noncredit education courses are offered based on the availability of instructors and their desired course offerings; generally, courses are offered if 10 or more sign up for the class
- Most courses will include instructional delivery based on traditional formats
- Courses will be augmented as appropriate with electronic content delivery systems
- Instructional delivery and technology use will change and expand

Issues and Future Trends

- 7% unemployment in the county
- Technical specialty will be a losing proposition with small numbers
- Experiment station - research on crops; demonstration plots; shared instruction with College
- Tracking of student progress will be greater for the state and federal government
- Closer partnerships in the community: Head Start, MWMC, Oregon Air National Guard
- Two-way conferencing on campus

IV-4

- Training and education collaboration opportunities with the Klamath Tribe
- Closer partnership with public and private schools
- Move towards service related industries
- Increased cost of university education may send more students to community college
- In the future the College will need to consider satellite facilities in outlying communities, via distance education technology
- Increased enrollment by recruiting more high school graduates

Student and Staff Flow

- Two main entries to the campus, for mixing of students and ease of recognition; locus for the communication of ideas between faculty and students
- Encourage interaction between students
- Most of the contract education students are at the College for a shorter duration of time than other students

Key Space Calculations

- 1,000 full time students with 30 students per class would require 33 classrooms (25 students per class would accommodate 750 in a general classroom at any given time)
- Approximately 40 full-time faculty would be required with 2,000 FTEs
- Computer lab/area for:
 - 2 Art and Communication, writing, graphic arts/multimedia/music
 - 2 Business (keyboarding)
 - 1 Human Services (production)
 - 3 Industry and Engineering (CAD/Computer science)
 - 1 Natural Resources
 - 1 Health Services
 - 3 Adult Basic Education
- Noncredit courses: There are 120 classes currently; 40% male; minimum of 10 in each class; average of 500-600 students per term
- Contract training will average 10 courses per month or 30 per term at full capacity

Adaptable Building Elements

- Ability to utilize general education classroom space in the evenings and weekends for community/contract educational classes
- Ability to reconfigure technical lab areas for multiple uses
- Ability to divide some physical space with moveable walls

Space Program

- *Learning Resource Center (LRC)*
 - *An electronic center of the school*
 - *Existing size needs to be substantially enlarged*
 - *Klamath Country library operates a branch library out of the LRC; plan for 5,000 volumes and nine computer stations*
 - *Potential to have a dedicated children's library co-located at the LRC if policy conflicts are resolved; separate entry/control, 1,500 volumes, nine computer stations, story area for 20, seating area for 10, self-service checkout kiosk*
- *Science labs*
 - *Minimum of two biology labs and two chemistry labs*
 - *One biology lab could be used for earth science and anatomy/physiology*
 - *All labs should have accessible outdoor areas*
- *More classrooms*
 - *Layout that supports a variety of teaching modes, with appropriate technology and full control of artificial light and daylighting*
 - *Specialized classrooms for some programs*
- *Auditorium*
 - *100-150 person capacity*
 - *Raked floor, projection capability, sound system*
 - *Can be used for community presentations, arts program and as classroom space*
- *More computer labs*
- *Speech facility for video training, public speaking and small group communication*
- *Dedicated spaces for student clubs, student government and student resource programs*
- *Computer lab that can function as a music/ video creation room; shared with other lab spaces*
- *Educational laboratory: 40-50 children with early childhood classes; childcare scholarships*
- *Basic Skills: 12,550 SF for offices and instructional space with computer lab area (KALC)*
- *Music practice rooms; vocal/instrumental classes in a square room with raked floor (risers)*
- *Technical programs*
 - *Transportation lab (15,000 SF)*
 - *Occupational/general purpose lab (2,700 SF)*
 - *Construction lab (2,700 SF)*
 - *Welding (5,000 SF)*
 - *Electromechanical (2,500 SF)*
- *Dedicated work space for all staff, including paired faculty office areas, an adjunct faculty office area, and private conference rooms*

- PE: activity area that doubles as a student/community area, with jogging and walking area and a climbing wall; gym with small locker room, aerobics and weight room; near health and wellness classroom
- Maintenance area: janitorial staff, plumbing, carpentry, maintenance personnel
- Most noncredit courses and workforce training courses can utilize classroom and lab spaces developed for credit courses

Special Equipment

- Moveable walls in 10% of the spaces to provide the most flexibility
- Specialized equipment will be required for different industry instruction requirements
- Provide for a fiber-optic-based voice/data/video cabling plant

Relationships

- General education classes clustered together (presentation/lecture)
- Science labs clustered together, generic as possible
- Multipurpose specialty rooms (computer rooms) shared space
- Locate Basic Skills (ABE/GED/ESL) away from the primary building
- Childcare at entry with drop off and convenience to parking
- Student Services should be visible
- General to specific; levels of privacy at the College
- Deliveries away from main entrances ("unsightly" stuff in the back)
- Learning Resource Center/Skills Center to be located strategically
- Administrative offices for noncredit education should be tied to the instruction department
- Computer labs should be located where they can be shared between credit and noncredit programs; consideration regarding availability of space
- Shared use of instructional spaces for noncredit education students
- Zone the building to allow a portion of the facility to stay open at night with copier and supplies

Design and Image

- Bring in trees and natural light
- Professional looking campus
- Small footprint (two-story)
- Students learn when they are in a professional setting
- Programs will be offered for senior citizens; parking access is increasingly important
- Reflective of the surrounding environment (high desert)

STUDENT SERVICES

Program Description

KCC is a student service oriented college. This means that the College is an educational institution that is supportive of students' needs. The goal is to move students towards independence and independent thinking. Student Services is linked to the mission of the College. Staff are educators as well as customer service driven.

Student Services includes a variety of services, including:

- Student orientation
- Admissions
- Financial aid (information only)
- Recruitment
- Disabled student services
- Career counseling services (part of the Learning Resource Center)
- Student leadership
- Registration
- Adjudication issues (student appeals process)
- Student activities
- Assessment (basic skills assessment)

Development Objectives

- Create an environment that supports the students move from dependence on staff to interdependence with staff and resources
- Provide transitions and stopping points for students
 - Quick and simplified systems for student contact
 - Interact with students when they need more information
 - Connections with students via electronic information
- Separate back office functions from front office functions; front office functions will involve personal interaction with students while back office functions include data and information processing
- Create a high tech/high touch environment for students
- Encourage communication across departments and up and down the organization

Staffing

- Current staffing:

Position	Current Staff (FTE)
Director of Student Services	1.0
Student Services Representatives	3.0
Student Affairs Manager	1.0
Support Specialist I (Receptionist)	1.0

Technology and Instructional Delivery

- Plan for the use of technology, including interactive student advising stations, information kiosks, and other elements to minimize personnel requirements and expand student services
- First student interaction at the College is receptionist, admissions, financial aid and registration
- Bulk of current students are females who are under-educated or under-employed (need financial aid, easy way to get in and out of school); schooling will need to mean something

Issues and Future Trends

- Students will make a connection with the College through a variety of means in the future; more students will interact via the Internet or computer systems
- Balance between availability, accessibility and privacy in Student Service functions
- Traditional students will be more technologically sophisticated and increasingly mobile
- There will always be the need for personal interaction in Student Services
- College as a part of the economic development of the area – both as an engine and resource to attract business and training
- College as a change agent for increasing literacy, raising expectations of traditional students
- College as a support for local school districts to help students see a need for further learning
- College as a cultural mixing center for the community (Native American, Hispanic, etc.)

Student and Staff Flow

- Locate Student Services at the main entrance to the College; functions should be convenient for students, particularly at the beginning of each term
- Credit students: high advising time and contact for planning for new students, smaller time for actual registration
- Noncredit students: low to moderate information time and little time for actual registration – can be mailed in currently

Key Space Calculations

- Part-time student work areas should be included in most work areas

Space Program

- Career Library: house recruiters for interviews; place for students to do research; potentially part of the LRC; also function as overflow space for waiting
- Student Activities Office: location for student leaders; groups of students meeting in small spaces; could be shared with other areas
- Disabled Student Services
- Testing Center equipment to support disabled students; located in the LRC
- Director's Office
- Veteran's Affairs Office
- One-Stop (Workforce Investment Act contract)
- Student work area
- Secure, fireproof records storage room, with copy machine, scanner, fax, work area
- Meeting space for staff
- Shared space for student orientation
- Outdoor space for students to hang out

Special Equipment

- Electronic kiosks for student information, readily available for students in a place where they could get further assistance from staff if needed
- Provide equipment and counters for disabled students

Relationships

- Locate all front office functions together for student convenience, close to the Student Center
- Locate Testing Center near the front of the school and Student Service functions
- Advising near the front desk
- Cashier or payment close to registration and receptionist
- Bookstore and retail areas should be close to entrance and convenient to registration

Design and Image

- The school should look like a college
- A place that is comfortable, supportive and provides a "community" for the students
- Accessibility and convenience are important
- Integrity, professionalism, socially conscious, active in the community, sense of family
- A good place to be—as a student, visitor, or employee

ADMINISTRATIVE SERVICES

Program Description

Administrative Services is dedicated to providing the highest quality support services to Klamath Community College, which includes preserving the integrity of the financial structure and safeguarding the assets of the College, while maintaining and expanding the physical plant. Services include:

- Financial Operations
- Bookstore
- Food Services
- Financial Aid
- Facilities - Plant Operations, Maintenance and Grounds
- Security
- Contracts
- Grants
- Master Planning
- Institutional Research
- Resource Development
- Foundation Support
- Archives/Record Management

Some services are currently out-sourced.

Development Objectives

- Ease of security
- Space for files and records
- Functional layout for cashier with security and student accessibility
- A Board Room adjacent to the executive suite
- Flexible office space for phone and power locations
- Back office functions to be located near the executive suite, away from public areas such as the LRC, cafeteria and bookstore

Environmental Issues

- Durable building construction
- Natural light/windows
- Energy efficient green building

Capacity and Scheduling

- College operations typically are 7:00 AM to 6:00 PM for administrative staff
- Building must be “zoned” to provide night and weekend access to some sections while maintaining security
- Instructional functions and overall operation could expand to a 24-hour format
- All instructional spaces will be utilized after administrative offices are closed

Staffing

- Currently cashier, A/R/payroll clerk, accounts payable/purchasing, finance director and accountant; need minimum of three additional positions (grants accountant, purchasing, support staff)
- Financial aid office is expected to grow
- Adequate staffing for security

Technology and Instructional Delivery

- All areas should be wired for voice, data and video

Issues and Future Trends

- The College should be an open environment where students should feel comfortable
- Accepted into the community and used by the community
- Serve more senior students in the future (consideration of accessibility issues)
- Room usage for public functions

Student and Staff Flow

- Separation of public and private (Business Office should be separated from the main flow, except for cashiering functions)
- Financial aid checks are issued by the Business Office
- Interaction between Payroll and Human Resources
- Interaction between Business Office and Financial Aid

Space Program

- Room for filing and records storage
- Adequate storage and room for expansion for offices, as well as functions like shipping and receiving, maintenance
- Location for cash storage
- Dean’s office located in the executive suite
- Fireproof area - vault for cash and checks

Special Equipment

- Fireproof filing cabinets

Relationships

- Business Office should be located near Financial Aid, Student Services and Cashier
- Payroll and Human Resources should be located near each other
- Cashiers should be close to Registration, creating a one-step service area

INFORMATION SERVICES

Program Description

Information Services includes both academic and administrative services and provides computers, software, access, and assistance/support. Services include:

- Library and media services; electronic library services
- Video services to classrooms and video instruction
- Administrative: computers for record keeping and databases; functional software; staff training
- Distance learning and communications systems associated with this service
- Telephone services
- Student use computers in the LRC computer lab

Development Objectives

- All College information will become electronic over time; students will have access to registration and other services through technology systems
- Appropriate systems to facilitate information management (quickly and accurately)

Planning Imperatives

- More use of email for communications
- Complete communication system
- Flexible systems for updates and expansion in the future
- Space for storage, parts, repair of parts; secure and pleasant work environment
- Furniture design that is compatible with computer workstations
- Adequate electrical outlets
- Adequate space in each classroom to allow security and storage of equipment

Environmental Issues

- Avoid configurations that create glare on computer screens

Capacity and Scheduling

- All students will need access to a computer
- Connection with computer overhead, video and voice in the general classroom
- Consider workstations for students to take notes on computer within the classroom
- Computer labs will be extended hours from 6:00 AM -12:00 AM
- Distance education equipment

Staffing

- There may be the need for additional staff for 2,000 FTE; staff positions will be responsible for staff training, computer repairs, external training, database management, special reporting

Technology and Instructional Delivery

- Information stations available for students to answer simple student questions

Issues and Future Trends

- Computers will become more prevalent in the classroom as time goes on
- Students will access wireless internet throughout the College
- Take tests, submit tests, ask questions, communicate with instructors, communicate with external sources outside the college via computer
- Growth of information will mean that larger media band width will be required
- Funding for computer systems will be an issue; equipment must be replaced frequently
- Computers available for student use outside of the LRC and computer labs

Student and Staff Flow

- Multiple entries allow for more convenient access
- Technology staff should be located together for cross-coverage
- Not a lot of student interaction between the technology staff and the student
- Heavy interaction between technology staff and Business Office, Student Services and Financial Aid
- Moderate connections between the technology staff and instructional staff

Adaptable Building Elements

- Cabling plant must be easily accessible for service and modification
- Classrooms should be built with computers in mind

Space Program

- Space for telecommunications and satellite connections in the facility
- Storage for equipment
- Media facilities, closet
- Secure area for server
- Repair room
- Archival requirements for storage for college-wide archive management

Special Equipment

- Satellite connections
- Check-in and check-out equipment
- Distance education capable classrooms

Relationships

- Computer labs (mediated) should be in the classrooms
- LRC should have multiple computer stations for computer work; LRC could provide drop-in access to computers for students
- Institutional testing area

Design and Image

- Open spaces that have comfortable niches for students to informally work; not restricted use (allow food, discussions); networked
- Areas for interaction between students
- Multiple stories to preserve some of the site area
- Central building for convenience of travel between classes

PRESIDENT'S OFFICE/EXECUTIVE SUITE

Program Description

The President's Office oversees:

- Human Resources
- Marketing/Public Information Officer

Staffing

- Human Resources includes one HR staff and future clerical support

Space Program

- President's office/conference
- (1) Support staff workstation
- (4) Dean's offices
- (4-5) Support staff workstations (for Deans)
- File storage
- Part-time student work area
- Archives
- Conference room
- Board Room
- Serving kitchen
- Toilet rooms

Special Equipment

- Fireproof vault for mandatory resolutions

Relationships

- President's suite should be near the Board Room
- There should be kitchen facilities near the Board Room

NUMERIC PROGRAM

Program Summary

The master plan program for the College represents a full build-out of campus facilities, including existing facilities. The program is approximately 332,000 square feet and accommodates 2,000 student FTEs, providing approximately 105 net (assignable) square feet per student and 166 gross (total) square feet per student. Program areas may be refined or revised, as each phase of the master plan is implemented. Refer to Section VI-Campus Master Plan for more phasing information.

The program is organized into categories by department. Each area is listed below, with the proposed space allocation (in net square feet) and the number of teaching stations, if applicable.

*Program Summary
Chart*

Department	Teaching Stations	Departmental Subtotals	Total Area
			161,230
INSTRUCTIONAL			
General Education	18	22,530	
Shared Specialty Space	16	26,750	
Dedicated Specialty Space	3	8,600	
Technical Space	8	48,260	
Klamath Adult Learning Center (KALC)	7	12,550	
Learning Resource Center	3	15,980	
Physical Education	5	26,560	
			15,555
ADMINISTRATION			
Executive Suite		4,830	
Non-Credit Offices		1,320	
Business Office		1,550	
Other Admin Functions		2,080	
Administrative Support		3,995	
Information Services		1,780	
			24,335
STUDENT SERVICES			
Student Oriented Functions		6,490	
Administrative Oriented Functions		1,820	
Student Activity		7,950	
Student Dining		8,075	
			9,330
PHYSICAL PLANT			
			121,212
BUILDING SUPPORT			
			+21,200
Total Area	60		331,650
			331,662

Detailed Numeric Program

A detailed numeric program of the full campus master plan is included on the following pages. It includes both existing and new spaces on the campus.

Detailed Numeric
Program

	Full Master Plan Program					
	Net Square Feet					
	sta	rm	sp gen	nsf	sf/rm	total nsf
INSTRUCTIONAL						
General Education						
General Purpose Classroom	12	12	30 seats	30	900	10,800
Lecture/Workroom	2	2	75 seats	30	2,250	4,500
CE Seminar/Conference	4	4	15 seats	30	450	1,800
Faculty Office		20	1 room	190	190	3,800
Part-Time Faculty Office		1	8 sta	60	480	480
Part-Time Student Work Area		1	2 sta	60	120	120
Administrative Support		4	1 room	120	120	480
Storage		2	1 room	275	275	550
Subtotal - General Education	18					22,530
Shared Specialty Space						
Computer Lab/Classroom	4	4	30 seats	33	1,000	4,000
Large Computer Lab/Classroom	6	6	30 seats	45	1,350	8,100
Science Lab	4	4	30 seats	70	2,100	8,400
- Preparation/Storage		2	1 room	500	500	1,000
Auditorium/Lecture Hall	2	1	150 seats	23	3,500	3,500
- Back of Stage/Rigging		1	1 room	1,500	1,500	1,500
- Sound Room/Lighting		1	1 room	250	250	250
Subtotal - Shared Specialty Space	16					26,750
Dedicated Specialty Space						
Computer Repair Lab	1	1	12 seats	100	1,200	1,200
Fine Art (Ceramics/2D)	1	1	30 seats	70	2,100	2,100
Theater						<i>Shared with Auditorium/Lecture Hall</i>
- Theater Prop Storage	1	1	1 room	600	600	600
- Prop Workshop		1	1 room	2,100	2,100	2,100
Music (Vocal/Instrumental)		1	50 seats	40	2,000	2,000
- Music Practice Rooms		6	1 room	100	100	600
Subtotal - Dedicated Specialty Space	3					8,600
Technical Space						
Transportation Lab	1	1	1 room	15,000	15,000	15,000
- Storage		1	1 room	5,260	5,260	5,260
Occupational Health/Gen. Purpose Lab	1	1	1 room	2,700	2,700	2,700
- Storage		1	1 room	500	500	500
Construction Lab	1	1	1 room	2,700	2,700	2,700
- Storage		1	1 room	500	500	500
Metal Shop - <i>WELDING</i>	1	1	1 room	5,000	5,000	5,000
Agricultr/Elec-Mech or Print Shop	1	1	1 room	5,000	5,000	5,000
Contract Training/Nat. Resources	1	1	1 room	4,000	4,000	4,000
Child Development	1	1	1 room	4,000	4,000	4,000
Health Simulation Room	1	1	1 room	3,600	3,600	3,600
Subtotal - Technical Space	8					48,260

Detailed Numeric Program, Continued

	Full Master Plan Program					
	Net Square Feet					
	sta	rm	sp gen	nsf	sf/rm	total nsf
Klamath Adult Learning Center (KALC)						
Electronic Classroom	3	3	30 seats	45	1,350	4,050
Classroom	4	4	30 seats	30	900	3,600
Reception/Registration		1	1 area	900	900	900
Storage		1	1 room	2,000	2,000	2,000
Office Area		1	1 room	2,000	2,000	2,000
Subtotal - KALC	7					12,550
Learning Resources Center						
Stacks		1	10,000 vol	0.14	1,400	1,400
Computer Reference Stations		1	30 sta	45	1,350	1,350
Seating (open, tables, mtg. rms)		1	60 seats	30	1,800	1,800
Circulation		1	1 area	150	150	150
Office/Workroom		1	3 sta	100	300	300
Part-Time Student Work Area		6	1 sta	60	60	360
Media Storage		1	1 room	400	400	400
Reference		1	5 sta	90	450	450
Computer Catalog		1	6 sta	30	180	180
Computer Aid	1	1	30 seats	45	1,350	1,350
KCC Tutoring	1	1	30 seats	90	2,700	2,700
Testing	1	1	30 seats	45	1,350	1,350
Copy/Media Center		1	1 room	400	400	400
Career Services		1	5 sta	180	900	900
Branch Library						1,105
- Stacks		1	5,000 vol	0.14	700	
- Computer Reference Stations		1	9 sta	45	405	
Children's Library						1,785
- Stacks		1	1,500 vol	0.30	450	
- Computer Reference Stations		1	9 sta	45	405	
- Story Area		1	20 seats	25	500	
- Reading Area		1	10 seats	35	350	
- Check-Out Kiosk (Self-Service)		1	1 sta	80	80	
Subtotal - Learning Resource Center	3					15,980
Physical Education						
Gymnasium/Multi-Purpose	2	1	1 court	7,980	7,980	7,980
Bleachers		800	1 seats	7	7	5,600
Indoor Run/Walk Track		1	1 room	5,200	5,200	5,200
Aerobics	1	1	1 room	1,200	1,200	1,200
Weight Room	1	1	1 room	1,000	1,000	1,000
Cardio Room	1	1	1 room	1,000	1,000	1,000
Equipment Room/Check-Out		1	1 room	900	900	900
Office		1	1 room	80	80	80
Men's Showers/Lockers		1	45 lockers	40	1,800	1,800
Women's Showers/Lockers		1	45 lockers	40	1,800	1,800
Subtotal - Physical Education	5					26,560
Total Instructional Spaces	60					162,580

¹ Separate cost responsibility of Klamath County Library

IV-20

161,230

Detailed Numeric
Program, Continued

	Full Master Plan Program					
	Net Square Feet					
	sta	rm	sp gen	nsf	sf/rm	total nsf
ADMINISTRATION						
Executive Suite						
President's Office/Conference	1	1 room		300	300	300
Support Staff	1	1 room		120	120	120
Dean's Office	4	1 room		200	200	800
Support Staff	1	5 sta		120	600	600
File Storage	1	1 room		200	200	200
Part-Time Student Work Area	1	2 sta		60	120	120
Archives	1	1 room		900	900	900
Conference Room	1	8 seats		25	200	200
Board Room	1	40 seats		30	1,200	1,200
Serving Kitchen	1	1 room		150	150	150
Toilet Rooms	2	1 room		120	120	240
Subtotal - Executive Suite						4,830
Non-Credit Offices						
Director	1	1 room		140	140	140
Staff Work Area	1	7 sta		80	560	560
Part-Time Student Work Area	1	2 sta		60	120	120
Meeting/Conference	1	10 seats		20	200	200
File Storage	1	1 room		300	300	300
Subtotal - Non-Credit Offices						1,320
Business Office						
Payroll	1	2 sta		80	160	160
Cashier	1	2 sta		100	200	200
Comptroller	1	1 room		120	120	120
Accountant	1	1 room		80	80	80
Accounts Payable	1	1 room		80	80	80
Accounts Receivable	1	1 room		80	80	80
Purchasing	1	1 room		120	120	120
Part-Time Student Work Area	1	2 sta		60	120	120
Vault	1	1 room		150	150	150
Supply Closet	1	1 room		140	140	140
File Storage	1	1 room		300	300	300
Subtotal - Business Office						1,550

Detailed Numeric
Program, Continued

	Full Master Plan Program					
	Net Square Feet					
	sta	rm	sp gen	nsf	sf/rm	total nsf
Other Administrative Functions						
Foundation		1	1 room	300	300	300
Grants		1	1 room	140	140	140
Graphic Design		1	1 room	140	140	140
Public Information		1	1 room	140	140	140
Marketing		1	1 room	140	140	140
Institutional Research		1	1 room	140	140	140
Support Staff		1	4 sta	80	320	320
Human Resources		1	1 room	140	140	140
Human Resources Support		1	1 room	80	80	80
Security		1	3 sta	80	240	240
Storage		1	1 room	300	300	300
Subtotal - Other Administrative Functions						2,080
Administrative Support						
Copy Center		1	1 room	500	500	500
Reception/PBX		1	1 room	300	300	300
Mail Room		1	1 room	250	250	250
Staff Lounge		1	15 seats	25	375	375
Staff Lounge Restrooms		2	1 room	300	300	600
Computer Services		1	1 room	1,000	1,000	1,000
Part-Time Student Work Area		1	2 sta	60	120	120
Copy/Work Room		1	1 room	150	150	150
Storage		1	1 room	300	300	300
Communication Hub/Services Rooms		1	1 room	400	400	400
Subtotal - Other Administrative Functions						3,995
Information Services						
Server (Secure Area)		1	1 room	300	300	300
Repair Room		1	1 room	600	600	600
Equipment Storage		1	1 room	300	300	300
LAN Management		1	1 room	140	140	140
Data Base Management		1	1 room	140	140	140
Staff Work Area		1	3 sta	100	300	300
Subtotal- Information Services						1,780
Subtotal - Admin/Support						15,555

Detailed Numeric
Program, Continued

	Full Master Plan Program					total nsf
	Net Square Feet					
	sta	rm	sp gen	nsf	sf/rm	
STUDENT SERVICES						
Student Oriented Functions						
Counseling Referral/Health		2	1 room	150	150	300
Financial Aid		3	1 sta	150	150	450
Interview/Job Placement		2	1 room	100	100	200
Disabled Services		1	1 room	200	200	200
Daycare		1	40 kids	100	4,000	4,000
Entrance Testing Room		1	4 seats	80	320	320
Part-Time Student Work Area		1	2 sta	60	120	120
Grant Programs (LIT, JOBS, etc)		3	1 sta	300	300	900
Subtotal- Student Oriented Functions						6,490
Administrative Oriented Functions						
Admissions/Records/Registration		1	4 sta	200	800	800
Shared Support-Files, Workrm, Etc.		1	1 area	600	600	600
Part-Time Student Work Area		1	2 sta	60	120	120
Grant Supported Programs		1	1 area	300	300	300
Subtotal- Administrative Oriented Functions						1,820
Student Activity						
Student Clubs/Leadership		3	1 room	150	150	450
Seating		1	40 seats	25	1,000	1,000
Activity Area		1	1 area	1,000	1,000	1,000
Informal Student Seating		1	120 seats	25	3,000	3,000
Bookstore		1	1 area	2,500	2,500	2,500
Subtotal- Student Activity						7,950
Student Dining						
Kitchen		1	1 area	2,000	2,000	2,000
Servery		1	1 area	500	500	500
Dining		1	120 seats	40	4,800	4,800
Meeting Room		1	25 seats	19	475	475
Vending Area		1	10 units	30	300	300
Subtotal- Student Dining						8,075
Subtotal- Student Services						24,335

Detailed Numeric
Program, Continued

Full Master Plan Program					
Net Square Feet					
sta	rm	sp gen	nsf	sf/rm	total nsf
PHYSICAL PLANT					
		room	140	140	140
Director		room	250	250	250
Office/Workroom/Files		room	80	80	80
Support Staff		20 lockers	40	800	800
Women's TR/Shower/Lockers		20 lockers	40	800	800
Men's TR/Shower/Lockers		12 seats	30	360	360
Conference/Training Room		room	1000	1,000	1,000
Electric/HVAC		room	600	600	600
Building Maintenance		room	400	400	400
Grounds		room	600	600	600
Plumbing		room	600	600	600
Carpentry		room	2,000	2,000	2,000
Equipment/Furniture Storage		4 vehicles	200	800	800
Garage		room	300	300	300
Dock/Receiving Area		room	600	600	600
Custodial					9,330
Subtotal- Physical Plant					210,450
Total Assignable Square Feet			60 teaching stations		
BUILDING SUPPORT					
Mechanical Rooms and Shafts			4.00%		13,320
Electrical			0.50%		1,665
Telephone and Communications			0.30%		999
Toilet Rooms			1.00%		3,330
Janitors Closet			0.30%		999
Recycle Stations			0.30%		999
Circulation			18.00%		59,940
Stairs and Elevators			4.00%		13,320
Interior/Exterior Walls			8.00%		26,640
Subtotal- Building Support					121,200
Building Efficiency					121,212
TOTAL BUILDING AREA					331,650
					331,462