

2002 Annual Town Gown Report Update

Institution Name: Cambridge College

Report for Time Period (e. g., Spring '02 semester or 2001-2002 term): Spring '02

Date Submitted: August 28th, 2002

I. EXISTING CONDITIONS

Please provide the following information about the current conditions and population at your Cambridge campus. Please note where information is unavailable or the question is inapplicable. Add clarifying comments as needed.

A. FACULTY & STAFF

Cambridge-based Staff Head Count: 161 FTEs¹ (if available): 156

Cambridge-based Faculty Head Count: 325 FTEs¹ (if available): 27

Number of Cambridge Residents Employed at Cambridge Facilities: 41

B. STUDENT BODY²

Total Students Attending Classes in Cambridge (inclusive of all categories below): 2451

Please provide the following statistics about your Cambridge-based student body:

Total Undergraduate Students: 402

Day: none

Evening: 402

Full Time: 321

Part Time: 81

Total Graduate Students: 1879

Day: none

Evening: 1879

Full Time: 1600

Part Time: 279

Non-Degree Students: 170

Day: none

Evening: 170

¹ "FTE" refers to Full Time Equivalent employees, which treats part-time workers as a fraction of a full time position based on the number of hours worked per week.

² Include all non-degree students enrolled in day or evening classes, such as persons taking Harvard Extension classes.

C. STUDENT RESIDENCES

Undergraduate Students:

Number residing in Cambridge in dormitories: _____ 0

Number of these with cars garaged in Cambridge: _____ 0

Number residing in Cambridge in off campus affiliate housing³: _____ 0

Number residing in Cambridge in off campus non-affiliate housing: _____ 0

Graduate Students:

Number residing in Cambridge in dormitories: _____ 0

Number of these with cars garaged in Cambridge: _____ 0

Number residing in Cambridge in off campus affiliate housing³: _____ 0

Number residing in Cambridge in off campus non-affiliate housing: _____ 0

D. FACILITIES & LAND OWNED

Tax Exempt Facilities & Land:

Acres: _____ Not Applicable

Number of Buildings: _____ 1

Size of Buildings (square feet): _____ 110,000

Dormitories:

Number of Buildings: _____ 0 Number of Beds: _____ 0

Do you maintain a detailed inventory of tax exempt facilities? If yes, indicate contact person and phone:
_____ Philip D. Hitch 617.873.0134

Taxable Facilities & Land:

Acres: _____ Not Applicable

All Taxable Properties (gross floor area): _____ 52,269

Commercial Properties Only (gross floor area): _____ 52,269

Do you maintain a detailed inventory of taxable facilities? If yes, indicate contact person and phone:
_____ Philip D. Hitch 617.873.0134

³ For the purpose of this report, affiliate housing is defined as other housing owned by the institution that is available only to members of the academic community. *Affiliate housing does not include either dormitories or housing available for rent to persons who are not affiliated with the institution.*

Housing

	Tax Exempt - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Affiliate Housing ⁴	Taxable - Other Housing
Number of Units:	0	0	0	0
Number of Buildings:	0	0	0	0

Property Transfers:

Please list Cambridge properties purchased since filing your previous Town Gown Report:

None

Please list Cambridge properties sold since filing your previous Town Gown Report:

None

E. REAL ESTATE LEASED

Please attach to the report a listing of all real estate leased by your educational institution within the City of Cambridge. Include street addresses, use (e. g., institutional, residences, commercial, etc.) and approximate area of property leased (e. g., 20,000 SF, two floors, entire building, etc.). If your institution does not lease any real estate within the City of Cambridge, you may omit this section.

- Matignon High School, One Matignon Road Cambridge, MA 02140-classrooms.
- Christian Life Center, 85 Bishop Allen Drive Cambridge, MA 02138-classrooms.
- University Park Hotel at MIT, 20 Sidney Street Cambridge, MA 02138-classrooms and meeting rooms.

F. MAPPING REQUIREMENTS

Please attach to the report maps of the following:

1. Map of all real estate owned in the City of Cambridge. Categorize properties by use as appropriate (e. g., academic, dormitory, commercial investment, etc.)-1000 Massachusetts Avenue Only.
2. Map of development projects now underway, proposed or planned.-None.

⁴ For the purpose of this report, affiliate housing is defined as other housing owned by the institution that is available only to members of the academic community. *Affiliate housing does not include either dormitories or housing available for rent to persons who are not affiliated with the institution.*

3. Map of 80 Prospect Street-Leased Space.

G. PARKING FACILITIES

This section refers to parking spaces maintained in Cambridge only.

Number of parking spaces maintained for students

(including resident and commuter parking): 0, 5 spaces for handicapped students

Number of parking spaces maintained for faculty, staff and visitors: 41

Do you charge for the use of parking spaces? If so, please describe your fee schedule: yes

\$100 per month for faculty/staff

\$125 per month for tenants

H. PAYMENTS TO CITY OF CAMBRIDGE:

Real Estate Taxes Paid for FY 01⁵ : \$ 263,887

Payment in Lieu of Taxes (PILOT) for FY 01: \$2500

Water & Sewer Fees paid during FY 01: \$ 24,991

Other Fees & Permits Paid during FY 01: \$ 500

⁵ FY 01 for the City of Cambridge includes the period from July 1, 2000 through June 30, 2001.

II. TRANSPORTATION DEMAND MANAGEMENT

Please provide the following information. You may summarize the information below or attach documents to this report, as appropriate. If your school has not updated information since submitting the 2001 Annual Report, you may so indicate in the appropriate space below.

A. Results of surveys of commuting mode choice for faculty and/or staff and/or students. (We would appreciate receiving a copy of your survey instrument, if possible.)

None

B. Information on the point of origin of commuter trips to Cambridge for faculty and/or staff and/or students. (This information will assist the City in lobbying for improved regional transit options.)

None

C. Description of Transportation Demand Management programs offered to faculty and/or staff and/or students (e. g., MBTA pass sale programs, shuttle services, bike parking facilities, etc.)

- Faculty, staff and students can park bicycles in basement garage.
- All full-time faculty and staff can be reimbursed up to \$100 for MBTA passes.

III. RECENT EFFORTS TO SHARE INFORMATION

Please summarize efforts made by your institution to share information with either City agencies or the community about your institutional planning process over the past calendar year. You may either use the space below for your response or attach a statement to this report.

See attached report "Space Analysis" presented to the Cambridge College Trustees on June 10th, 2002.

Symmes, Mainai and McKee Associates conducted extensive communication with the Department of Inspection Services and the Department of Community Development for the City of Cambridge on the College's behalf in order to evaluate the options for adding onto the 1000 Massachusetts Avenue building. Please note that all the options for adding on were rejected by the Trustees.

IV. FUTURE PLANS

On page 12 of the Town-Gown Report, the members of the Town-Gown Committee agreed that “Universities should offer statements of their future needs to the city and plans responding to those needs. These plans should include specific statements about known development projects and their status; forecasts of faculty, staff or student population growth; and identified needs that do yet have solutions . . . These plans should address known concerns of the community, such as parking and/or tax base erosion.”

In this section of the report, please provide a summary of your institution’s current and future facility plans. To the extent possible, please cover a planning horizon of at least ten years. Please include projected changes in your employee and student populations, anticipated changes to your housing stock, and planned property acquisition and disposition. Please include discussion of projects now underway, planned or under construction in adjoining cities and towns that may have a significant impact on the City of Cambridge. As appropriate, please include excerpts from institutional planning reports or summarize the results below. In making this request, the City of Cambridge acknowledges that as conditions change, your institution may need to modify the plans described below, changing or abandoning them as necessary. If your school has not updated future plans since submitting the 2001 Annual Report, you may so indicate in the space below.

You may either use the space below for your response or attach a statement to this report.

The College has reached capacity at 1000 Massachusetts Avenue for both students and administrative staff. The five-year strategic plan (provided with the 2001 Town/Gown Report) projects a doubling of the student population by 2005. However, most of this growth is projected to take place through on-line courses and in locations other than the Cambridge site.

The College desires to maintain a strong presence in Cambridge while also expanding outside of the area. To that end, on August 1st, 2002 the College leased 15,500 square feet on the first two floors of 80 Prospect Street, Cambridge. The College’s School of Education will move to 80 Prospect Street, which will accommodate the Education Administration, faculty and five classrooms.

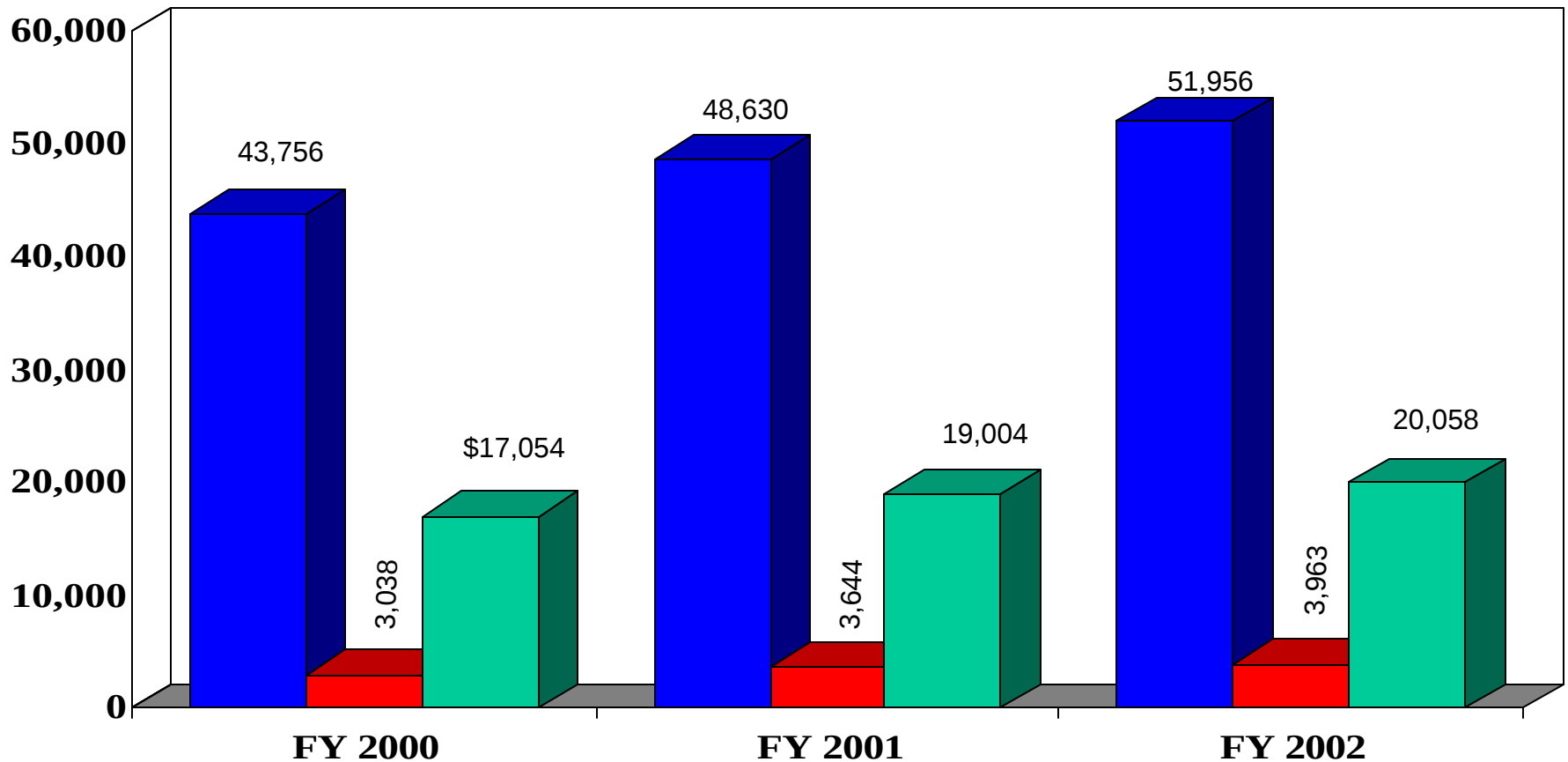
The College is also pursuing other locations in the Boston metropolitan area for teaching centers, in order to “bring the college to our students.” While many locations have been considered, there are no solid candidates at this time.

CAMBRIDGE COLLEGE
ACADEMIC AFFAIRS MEETING
September 11, 2002

Growth in Credits, Students and Courses FY 2000 through 2002

(Excludes NITE)

CREDITS **STUDENTS** **COURSES**



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ACADEMIC AFFAIRS MEETING
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SPACE ANALYSIS

**PRESENTED BY:
Mahesh Sharma**

**CAMBRIDGE COLLEGE
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GROWTH IN CREDITS, STUDENTS AND COURSES FY 2000 THROUGH 2002

GROWTH AREA	FY 2000 TOTAL	FY 2001 TOTAL	CHANGE	% CHANGE	FY 2002 TOTAL	CHANGE	% CHANGE
CREDITS	43,756	48,630	4,874	11%	51,956	3,326	7%
STUDENTS	3,038	3,644	606	20%	3,963	319	9%
COURSES	17,054	19,004	1,950	11%	20,058	1,054	6%

**CAMBRIDGE COLLEGE
ACADEMIC AFFAIRS MEETING
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PROJECTED ADDITIONAL CLASSROOMS REQUIRED

ADDITONAL COURSES	# TERMS	# DAYS PER WEEK	# CLASSES PER DAY	ADDITIONAL CLASSROOMS
1,054	3	6	1.5	39

MITIGATION FACTORS:

1. Some classes held every other week
2. Some professional seminars combined
3. Vacation week courses held during day
4. Additional off-site locations in Cambridge
5. More days at current off-site locations

**CAMBRIDGE COLLEGE
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PROJECTED ADDITIONAL FACULTY REQUIRED

ADDITONAL COURSES	# TERMS	AVG # COURSES PER TERM	AVG # COURSES TAUGHT PER TERM	ADDITIONAL FACULTY REQ
1,054	3	351	4.5	78

ACTUAL NEW FACILTY HIRED IN CALENDAR 2001 = 58

**CAMBRIDGE COLLEGE
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**FY 2002 IN-STATE, OFF-SITE LOCATIONS
(Excluding NITE AND SPRINGFIELD Locations)**

LOCATION NAME	MINIMUM CLASSROOMS USED	MAXIMUM CLASSROOMS USED
1 Beverly High School	2	2
2 Bourne High School	2	2
3 Brockton High School	3	3
4 Cambridge – Matignon High School	3	4
5 Cambridge Rindge & Latin	0	0
6 Cambridge YMCA	1	2
7 Canton – Blue Hills Regional technical High School	2	2
8 Charles Hotel	1	1
9 Christain Life Center	2	4
10 Dedham Hilton Hotel	1	3
11 Dedham Holiday Inn	1	3
12 Fitchburg – Best Western Royal Plaza	2	2
13 Franklin – Hawthorne Suites	1	1
14 Haverhill – Whittier Regional Technical High School	1	1
15 Malden High School	1	2
16 Martha's Vineyard High School	1	1
17 Medford – Amerisuites Hotel	1	1
18 MIT Hotel	2	4
19 New Bedford High School	1	1
20 Newton – Mount Ida College	2	4
21 North Andover High School	1	1
22 North Attleborough High School	1	1
23 Taunton – Holiday Inn	1	2
24 Waltham High School	1	2
25 Woburn - Joyce Middle School	1	2
26 Worcester – Clark Street School	1	3
TOTAL CLASSROOMS USED	36	54

**CAMBRIDGE COLLEGE
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INCREMENTAL GROWTH IN SPACE REQUIREMENTS FY2002 TO FY 2005

SPACE DESCRIPTION	SPACE ALLOCATION AT 1000 MASS AVE FY 2002	ADDITIONAL AREA REQUIRED FY 2003	ADDITIONAL AREA REQUIRED FY 2005
ADMINISTRATIVE OFFICES	22,100	4,500	8,600
FACULTY OFFICES	8,000	4,500	8,000
CLASSROOMS	12,400	6,000	22,000
STUDENT SERVICES	4,000	5,000	11,000
COMMON AREA/OTHER	11,200		5,000
CAMBRIDGE COLLEGE TOTAL	57,700	20,000	54,600
OUTSIDE TENANTS	52,600		
TOTAL 1000 MASS AVE	110,300	20,000	54,600