



2012 Annual Town Gown Report

Submitted: December 19, 2012

**1000 Massachusetts Avenue
Cambridge, MA 02138**

2012 Annual Town Gown Report

Institution Name: Cambridge College

Report for Time Period: 2011 – 2012 Term [9/1/11 to 8/31/12]

Date Submitted: December 11, 2012

I. EXISTING CONDITIONS

Please provide the following information about the current conditions and population at your Cambridge campus. Add clarifying comments as needed.

A. FACULTY & STAFF

<i>Cambridge-based Staff</i>	2008	2009	2010	2011	2012	2022 (projected)
Head Count:	<u>156</u>	<u>142</u>	<u>116</u>	<u>134</u>	<u>111</u>	<u>NA</u>
FTEs ¹ (if available):	<u>152</u>	<u>137</u>	<u>111</u>	<u>120</u>	<u>109</u>	<u>NA</u>
<i>Cambridge-based Faculty</i>						
Head Count:	<u>403</u>	<u>346</u>	<u>265</u>	<u>254</u>	<u>251</u>	<u>NA</u>
FTEs ¹ (if available):	<u>149</u>	<u>131</u>	<u>111</u>	<u>101</u>	<u>98</u>	<u>NA</u>
Number of Cambridge Residents Employed at Cambridge Facilities:	<u>38</u>	<u>38</u>	<u>65</u>	<u>31</u>	<u>29</u>	<u>NA</u>

- FTE formula: Full Time + 1/3 Part Time
- A meaningful 2022 projection is not available at this time

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.

B. STUDENT BODY² 2008 2009 2010 2011 2012 2022
(projected)

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

Total Undergraduate Students:	<u>1528</u>	<u>1231</u>	<u>1484</u>	<u>1332</u>	<u>1305</u>	<u>NA</u>
Day:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
Evening:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
Full Time:	<u>520</u>	<u>419</u>	<u>505</u>	<u>538</u>	<u>321</u>	
Part Time:	<u>1008</u>	<u>812</u>	<u>979</u>	<u>794</u>	<u>984</u>	
Total Graduate Students:	<u>3774</u>	<u>2836</u>	<u>2220</u>	<u>2005</u>	<u>1662</u>	<u>NA</u>
Day:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
Evening:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
Full Time:	<u>1962</u>	<u>1475</u>	<u>1154</u>	<u>883</u>	<u>548</u>	
Part Time:	<u>1812</u>	<u>1361</u>	<u>1066</u>	<u>1112</u>	<u>1114</u>	
Non-Degree Students:	<u>80</u>	<u>66</u>	<u>130</u>	<u>147</u>	<u>129</u>	<u>NA</u>
Day:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
Evening:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
Total Students Attending Classes in Cambridge (inclusive of all categories below)	<u>5382</u>	<u>4133</u>	<u>3834</u>	<u>3484</u>	<u>3096</u>	<u>NA</u>

- Year-Up students were included in the Undergraduate total.
- A valid or reliable day/evening segmentation analysis is not available at this time. Given our mission of serving working adults, more than 98% of classes are held in the evenings (5:00 pm or later) during the business week and in all-day format on the weekend. A very small proportion of classes are held during the day during the business week.
- A meaningful 2022 projection is not available at this time.
- FY12: Student enrollment includes degree and certificate-seeking students, Year Up students and special students. School collaborative students are not included.

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

C. STUDENT RESIDENCES 2008 2009 2010 2011 2012 2022
(projected)

Number of Undergraduate Students residing in Cambridge:

In dormitories:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Number with cars garaged in Cambridge:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
In off campus affiliate housing ³ :	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
In off campus non-affiliate housing:	<u>97</u>	<u>105</u>	<u>85</u>	<u>76</u>	<u>88</u>	

Number of Graduate Students residing in Cambridge:

In dormitories:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Number with cars garaged in Cambridge:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	
In off campus affiliate housing ⁴ :	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
In off campus non-affiliate housing:	<u>113</u>	<u>107</u>	<u>92</u>	<u>65</u>	<u>54</u>	

- Please note that Cambridge College is not a residential campus and all students live in non-affiliated off campus housing. This represents undergraduate students with a Cambridge place of residence.
- At this time, Cambridge College has no plans to offer on or off campus affiliated student residential housing
- A meaningful 2022 projection is not available at this time.

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.*

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.*

D. FACILITIES & LAND OWNED

The following facilities and land information should be provided for the campus as a whole as well as for sub-areas/precincts of the campus. For example:

- Harvard University for the North Campus, Law School, Radcliffe Quad, Harvard Yard, etc.
- MIT for the East Campus, West Campus, Sloan School, Investment holdings, etc.
- Lesley University for the Main Campus and Porter Square Campus

	2008	2009	2010	2011	2012	2022 (projected)
Acres:						
Tax Exempt	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Taxable	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Number of Buildings: (include both taxable and tax exempt buildings)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Dormitories:						
Number of Buildings:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Number of Beds:	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Size of Buildings (gross floor area):	<u>11,0361</u>	<u>11,0361</u>	<u>11,0361</u>	<u>11,0361</u>	<u>11,0361</u>	<u>11,0361</u>
Institutional/Academic	<u>59,186</u>	<u>59,186</u>	<u>59,186</u>	<u>59,186</u>	<u>59,186</u>	<u>59,186</u>
Student Activities/Athletic	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Dormitory/Nontaxable Residential	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
Commercial	<u>51,175</u>	<u>51,175</u>	<u>51,175</u>	<u>51,175</u>	<u>51,175</u>	<u>51,175</u>
Taxable Residential	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>

Parking

This section refers to parking spaces maintained in Cambridge only. Provide figures for the Campus as a whole. Include additional information as necessary.

Number of parking spaces maintained for students (include resident and commuter parking): 7 HOV/ Carpooling

Number of parking spaces maintained for faculty, staff and visitors: 123

Housing (Do not include any information about dormitories in this table.)

2008	Tax Exempt - Affiliate Housing ⁴	Taxable - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Other Housing
Number of Units:	NA	NA	NA	NA
Number of Buildings:	NA	NA	NA	NA

2009	Tax Exempt - Affiliate Housing ⁴	Taxable - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Other Housing
Number of Units:	NA	NA	NA	NA
Number of Buildings:	NA	NA	NA	NA

2010	Tax Exempt - Affiliate Housing ⁴	Taxable - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Other Housing
Number of Units:	NA	NA	NA	NA
Number of Buildings:	NA	NA	NA	NA

2011	Tax Exempt - Affiliate Housing ⁴	Taxable - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Other Housing
Number of Units:	NA	NA	NA	NA
Number of Buildings:	NA	NA	NA	NA

2012	Tax Exempt - Affiliate Housing ⁴	Taxable - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Other Housing
Number of Units:	NA	NA	NA	NA
Number of Buildings:	NA	NA	NA	NA

2022 Projected	Tax Exempt - Affiliate Housing ⁴	Taxable - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Other Housing
Number of Units:	NA	NA	NA	NA
Number of Buildings:	NA	NA	NA	NA

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

Please describe any planned dispositions or acquisitions:

None

E. REAL ESTATE LEASED

Please attach to the report a table listing of all real estate leased by your educational institution within the City of Cambridge. Include the following for each lease:

- Street address
- Approximate area of property leased (e. g., 20,000 SF, two floors, entire building, etc.)
- Use (e. g., institutional/academic, student activities/athletic, housing, etc.)

If your institution does not lease any real estate within the City of Cambridge, you may omit this section.

1. 80 Prospect Street: 20,250 SF, 3 Floors, Academic /Institutional Use

Lease expires 6/30/2013

2. 17 Monsignor O'Brien Highway: 20,234 SF, 5 Floors, Academic /Institutional Use

Lease expires 8/31/2017

F. PAYMENTS TO CITY OF CAMBRIDGE:⁵

	FY 08	FY 09	FY 10	FY 11	FY 12
Real Estate Taxes Paid	\$208,772	\$218,461	\$218,461	\$268,340	\$279,937
Payment in Lieu of Taxes (PILOT)	\$NA	\$NA	\$NA	\$NA	\$NA
Water & Sewer Fees Paid	\$22,517	\$24,412	\$27,421	\$34,170	\$31,503
Other Fees & Permits Paid	\$921	\$921	\$1,940	\$1,940	\$1,940

G. INSTITUTIONAL SHUTTLE INFORMATION

Please include information about all regularly scheduled shuttle services operated by your institution within the City of Cambridge or between Cambridge and other municipalities:

Route Name	Vehicle Type and Capacity	Frequency of Operation	Weekday Hours of Operation	Weekend Hours of Operation
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA

Please provide ridership data, if available, and describe efforts both to coordinate shuttle system with other institutions and to streamline shuttle services. NA

⁵ Fiscal Years for the City of Cambridge begin on July 1 and end on June 30 of the following year. For example, FY 12 for the City of Cambridge includes the period from July 1, 2011 through June 30, 2012.

II. FUTURE PLANS NARRATIVE

On page 12 of the 1991 Report of the Mayor's Committee on University-Community Relationships, 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."

Describe your institution's current and future physical plans:

- To provide context, describe campus development efforts over the past five years;
- Employ a future planning horizon of ten years;
- State your institution's specific planning goals for this period;
- Describe the goals and needs that you address through your plans;
- How do you see your campus evolving to address your institution's strategic goals and objectives;
- Identify and describe plans for future development of the sub-areas/precincts of your campus, being certain to address the institution specific information requests and questions found in Section VI (coordinate with Map 4 in Section IV);
- Identify all future short term and long term development sites on your campus (coordinate with Map 4 in Section IV);
- In the first section of your future plans narrative, make specific note of any changes that have occurred in your institution's future plans for a particular site or area (such as changes to the anticipated future use of a site) within the past three years. Explain the reasons that have led to any such changes in thinking.
- Include in your discussion the relationship of planned and projected institutional development to adjacent residential districts within Cambridge and any impacts that might result;
- Include in your discussion the relationship of planned and projected institutional development to adjacent retail and commercial districts within Cambridge and significant impacts that might result (e. g., loss or relocation of retail space, etc.);
- Include sustainability planning efforts in your discussion, though as they relate to physical planning, building design, and infrastructure.
- Include in your discussion a description of existing facilities for housing your faculty and staff and any plans for increasing such housing.

Over the past year, the leadership of the College has been working to finalize a 3-year strategic plan that will be presented to its Board of Trustees for approval in February 2013. The plan will provide context for decisions to be made regarding future facility needs for all of our Cambridge sites.

Currently, two of the College's three Cambridge sites are leased with terms that expire within one and five years respectively. The future consideration for the space needs at these locations will include opportunities for relocation and expansion in accordance to the goals set forth in our strategic plan.

Of particular note regarding the use of our 1000 Massachusetts Avenue building are the current and future plans for the ground floor space [Room 152] located at the corner of Massachusetts Avenue and Bay Street. The College has identified this as a valuable asset for use as an integral part of planned academic and community-based initiatives. Over the past year several programs have been launched and successfully delivered in collaboration with a variety of community partners. Going forward, the College is committed to continued and expanded use of this space as well as in making improvements to the ground floor facade for Room 152 with a combination of window and signage treatment.

Recent examples of events delivered in Room 152 include the following:

- The Eastern Bank Community Quarterback Awards Ceremony celebrating the work of non-profits throughout Greater Boston;
- A Cambridge Funders Meeting in collaboration with the Cambridge Community Foundation;
- Serving as a Host site for the Cambridge Arts Council Open Studios Program;
- Black History Month Celebration with a national speaker delivered in collaboration with the City of Cambridge, the Cambridge Chamber of Commerce and several Cambridge-based non-profit organizations;
- Launch of the City of Cambridge Domestic Violence Initiative – 21Days of Questions/365 Days of Action – in collaboration with Victims of Violence and Violence Transformed;
- A three-part community engaging Energy Efficiency Workshop in collaboration with Next Step Living, the Cambridge Energy Alliance and HEET; and
- A four-week Financial Literacy Workshop for students and community members in collaboration with Eastern Bank.

III. LIST OF PROJECTS

List all development and public improvement/infrastructure projects completed within the past year, currently in construction or which will require City permits or approvals during the next three years (coordinate with Map 3 in Section IV);

- Indicate how each project meets the programmatic goals of your institution discussed in Section II;

- Indicate how each project fits into the physical plans for the immediate campus area;
- Indicate the “green” attributes over and above city green building requirements, if any, of the project;
- Indicate identified future development sites on your campus (coordinate with Map 4 in Section IV).

There have been no public improvement projects that have been completed in FY12 or significant future plans to do so at this time.

IV. MAPPING REQUIREMENTS

Please attach to the report maps of the following (these may be combined as appropriate):

1. Map of all real estate owned in the City of Cambridge. Categorize properties by use as appropriate (e. g., institutional/academic, student activities/athletic, dormitory/nontaxable residential, investment, etc.).
2. Map of real estate leased. Categorize properties by use as appropriate (e. g., institutional/academic, student activities/athletic, housing). This map can be combined with the one above.
3. Map of development projects completed within the past year, now underway, proposed or planned within the next three years.
4. Map the sub-areas/precincts of your campus, indicating the location of future development areas and projects. If appropriate, include detailed maps of sub-areas/precincts where significant changes are anticipated to occur over the next five years.
5. Map of all regularly scheduled campus shuttle and transit routes.

This information will be provided by the City of Cambridge. The maps will include 1000 Massachusetts Avenue, 80 Prospect Street and 17 Monsignor O’Brien Highway. The College does not have any proposed or planned development projects, sub area/precincts or shuttle and transit routes.

V. 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 2011 Annual Report, you may so indicate in the appropriate space below.

A. Results of surveys of commuting mode choice for faculty, staff, and students.

- B. Information on the point of origin of commuter trips to Cambridge for faculty, staff and students.
- C. Have there been any changes in your TDM plan or strategy since submitting your 2011 Town Gown-report? If so, please describe briefly. (Your PTDM plan is on file at CDD.)

The College submitted its annual PTDM Report in June 2012 which includes all survey information collected from faculty, staff and students. There have been no changes since the submission of our 2011 PTDM Annual Report.

VI. INSTITUTION SPECIFIC INFORMATION REQUESTS

Cambridge College

1. Provide clarification about the parking arrangements for College employees and students. What facilities are available for each population? What efforts are being made to discourage the use of single occupancy vehicles as a means of transportation to class for students?

Harvard University

1. Provide an update on plans for Harvard's Allston campus and any anticipated impacts on the City of Cambridge.
2. Provide an update on the Fogg Museum project, with particular attention to possible effects on the surrounding community and streetscape.
3. Describe plans for properties currently held by the University on or abutting Massachusetts Avenue. Particular attention should be paid to a description of the uses intended on the ground floor of these sites, as related to community concerns about maintaining an active retail environment.
4. Discuss planning for bicycle facilities on campus, including Hubway stations.
5. Provide information on the extent to which Harvard students make use of city parks, in particular the Cambridge Common, and the extent to which Harvard-affiliated groups reserve city-owned fields for their use.
6. Include in your discussion a review of the extent to which open spaces on the Harvard campus are permeable to the public. Provide information on open spaces on your campus that are open to public use. Indicate the times when these spaces are accessible to the public and the range of activities that are permitted.
7. Provide an update on renovation of the Harvard residential houses.
8. Provide information on the timing for the planned change in use of the Inn at Harvard.

Lesley University

1. Provide an update on the status of the university master plan process and recent planning efforts.
2. Provide an update on planning and construction activities on the Main Campus, Porter Square, and Brattle Street areas. The Porter Square update should address the Porter Exchange building, the AIB building, the parking lots located across Massachusetts Avenue, and the North Congregational Church.
3. Discuss planning for bicycle facilities on campus and shuttle bus services between campuses, including Hubway stations.
4. Describe plans for properties currently held by the University on or abutting Massachusetts Avenue. Particular attention should be paid to a description of the uses intended on the ground floor of these sites, as related to community concerns about maintaining an active retail environment.

5. Provide information on the extent to which Lesley students make use of city parks, in particular the Cambridge Common, and the extent to which Lesley-affiliated groups reserve city-owned fields for their use.

Massachusetts Institute of Technology

1. How do you anticipate that the K2C2 Study will affect your long term academic facility planning?
2. Provide an update on long term academic and non-academic planning for the main campus, with a particular focus on all potential locations for academic uses and plans for green space and edges along Massachusetts Avenue, particularly near the railroad crossing, and adjacent to Area 4.
3. Provide information on any plans for additional housing or other uses under consideration for MIT owned parcels in Cambridgeport and Area 4.
4. Provide information on MIT's plans for ground floor retail along Main Street and in both Kendall Square and Central Square.
5. Provide an update on discussions about development of a multi-use path along the Grand Junction railroad right-of-way.
6. Discuss planning for bicycle facilities on campus, including Hubway stations.
7. Provide information on the extent to which MIT students make use of city parks, in particular the Pacific Street property, and the extent to which MIT-affiliated groups reserve city-owned fields for their use.
8. Include in your discussion a review of the extent to which open spaces on the MIT campus are permeable to the public. Provide information on open spaces on your campus that are open to public use. Indicate the times when these spaces are accessible to the public and the range of activities that are permitted.
9. Has MIT measured the housing preferences of graduate students and to what extent does MIT-provided housing met the stated needs of its graduate students.

VI. INSTITUTION SPECIFIC INFORMATION REQUESTS

Cambridge College

The College does not provide student parking at any of our locations in the City except for handicap and HOV designated spaces. The table below describes the parking space designations for each of our locations within the City of Cambridge.

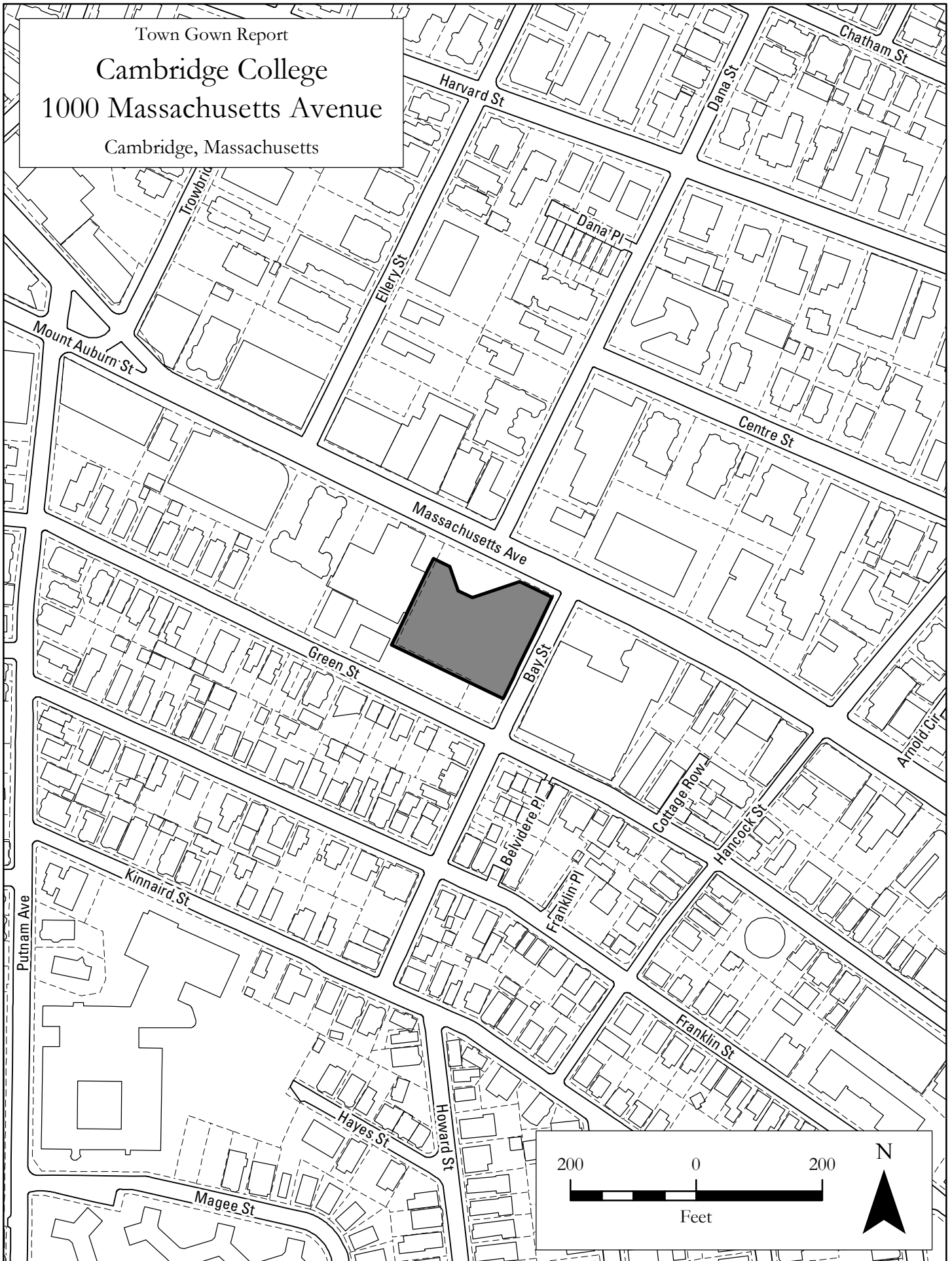
Location	Faculty/ Staff	Handicap	Visitor	Car Pool	Total
1000 Massachusetts Avenue	59	4	5	5	73
80 Prospect Street	20	2	1	1	24
17 Monsignor O'Brien Highway	13	2	2	1	18
950 Bay Street	8	0	0	0	8
Total	100	8	8	7	123

As noted in our 2012 PTDM Annual Report, the majority of students travel to campus from work or locations other than home. With multiple stops in their trips, using public transit or carpooling is very difficult for the majority of students, who end up drive alone. Most students arrive at the College after 5:00pm and leave the campus after 9:00pm.

An analysis of survey results continue to show that 20% of students who drive alone to campus from work are coming from locations in Boston and Cambridge. Most of our students live in outlying towns such as Chelsea, East Bridgewater, Everett, Franklin, Newton and Woburn, making commuting alternatives difficult. When asked what the College can do to encourage students to take an alternative form of transportation, the overwhelming majority, 74-87%, stated that it did not matter what the College offered in terms of services and incentives, that they would continue to drive to campus.

Students are encouraged to purchase MBTA Semester Passes, which provides an 11% discount on published rates; information about transportation options is available on the College's website. This information is also included in the new student information packets and posted on our bulletin boards and LCD monitors throughout the College. Additionally, through our membership with the CRTMA, students have access to the EZRide Shuttle Service, a Ride Matching Service and Vanpool Formation Assistance. Finally, the College provides preferential parking for carpooling and vanpooling and provides secure bicycle parking to students at each location.

Town Gown Report
Cambridge College
1000 Massachusetts Avenue
Cambridge, Massachusetts

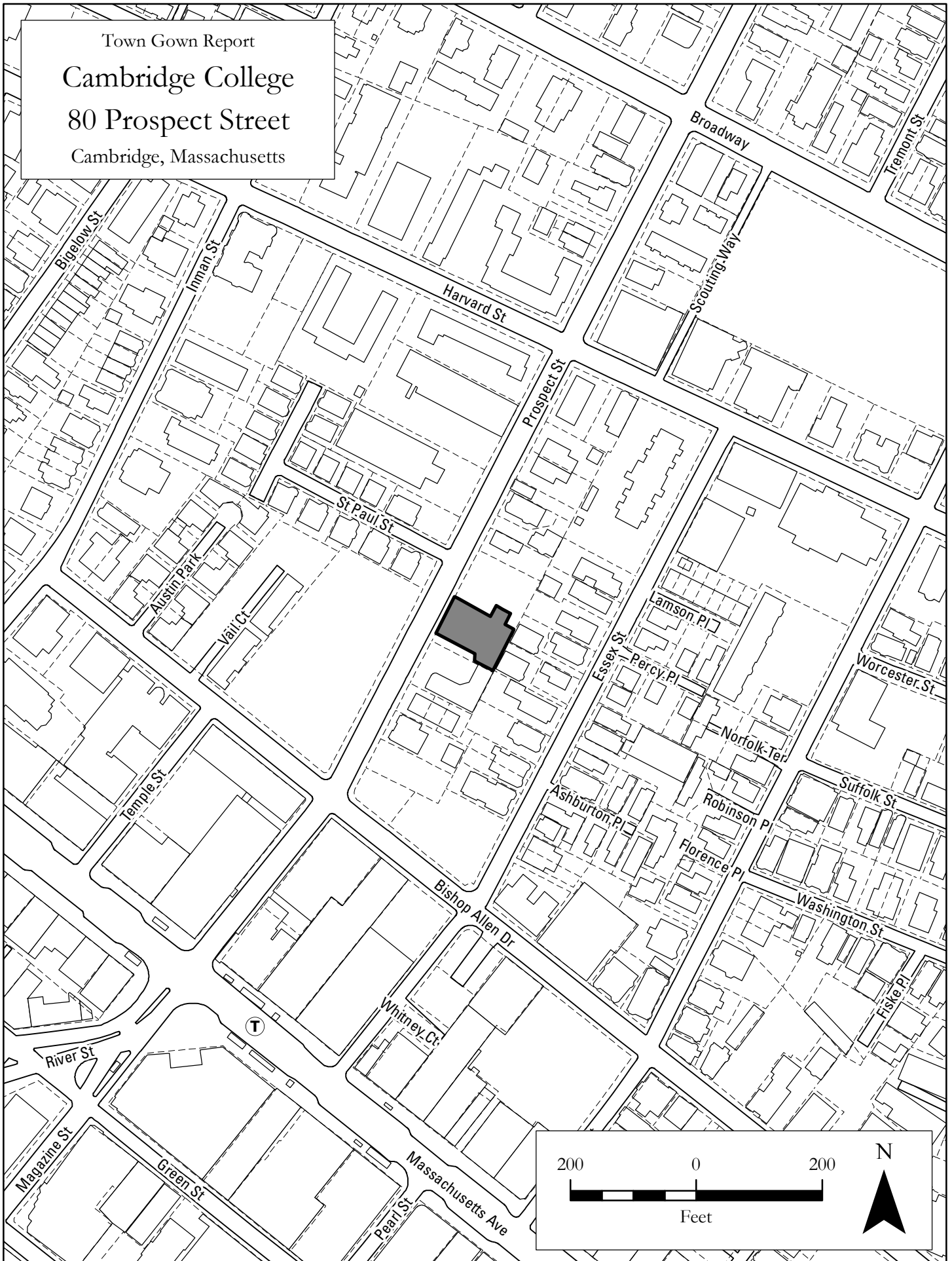


Town Gown Report

Cambridge College

80 Prospect Street

Cambridge, Massachusetts



Town Gown Report
Cambridge College
17 Monsignor O'Brien Highway
Cambridge, Massachusetts

