

OFFICE OF THE PRESIDENT

Gwendolyn W. Stephenson, Ph.D.

February 19, 2009

**FACILITIES, PLANNING, AND CONSTRUCTION
DEPARTMENT OPERATING PROCEDURE**

Communication on Land Use Plans, New Construction and Major Renovations to Existing Buildings

Guidelines are for engaging with the community on land use plans, including the development of campus master plans, and proposed new construction and major renovations.

Hillsborough Community College recognizes its commitment to the community, particularly to the immediate neighborhoods in which campuses are established. As a public institution, major plans and procurements are advertised as part of Board of Trustee agendas, and notice of large construction projects are publicly advertised. The Board of Trustees has the sole responsibility and authority to approve construction plans and projects at Hillsborough Community College. However, it is important that the College proactively inform the public about significant changes that may affect the local community and seek public comment.

1. College leadership will engage community partners in open dialogue in the development of campus master plans, and exterior building designs for new construction, additions or major renovation, including proposed timelines, architectural designs, and construction that may temporarily affect day-to-day activity in surrounding neighborhoods. It will be the responsibility of campus presidents and other senior College administrators to identify and coordinate appropriate community groups for these communications, such as: local chambers of commerce, public development corporations, and owners of property adjacent to the campus, center, or site.*
2. During the Schematic Design phase, the College will invite community organization leaders to review and submit input for consideration on the exterior design of new facilities or additions.
3. Hillsborough Community College will include in its campus review of projects the participation of students, staff, faculty, and administrators to incorporate campus perspectives, functionality, and existing campus architecture.
4. Hillsborough Community College will be sensitive to the cultural and historical significance of areas surrounding its campuses, including appropriate attention to and experience with the type of architecture found in neighborhoods surrounding campuses in its criteria for the selection of design professionals for new construction, additions, and major renovations.
5. Hillsborough Community College will post on its Facilities, Planning, and Construction Department website information regarding all future construction projects.

*Due to its unique urban setting within the Ybor City historic district, the Ybor City Campus will solicit comments from the Ybor City Development Corporation and the City of Tampa Architectural Review and Historic Preservation Department prior to submission to the Department of Education. For any project within the National Register District or National Landmark District, projects will be submitted to the State of Florida Division of Historical Resources.

Gwendolyn W. Stephenson Feb. 20, 2009

Approved by Dr. Gwendolyn W. Stephenson

Date

Hillsborough Community College President