

Standard III.B. Physical Resources

Standard III.B.1

The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Evidence of Meeting the Standard:

- a. To assure the safety and sufficiency of its physical resources, the College's classrooms and student facilities are constructed and maintained to the legal standards and codes as required by the Division of State Architect, the Chancellor's Office, education code, and related building codes and rules. (Evidence E.III.B.1.x; E.III.B.1.x;)
- b. The College uses regularly scheduled reviews and inspections to report to the integrated planning committees, which help drive maintenance requests, repair projects, and inform long-term facilities planning. (Evidence III.B.1.a AJ Self-inspection report)
- c. The College uses routine maintenance procedures, for example an air filter replacement schedule and fume hood inspection schedule. (Evidence?)
- d. The Budget Planning Committee, Facilities Planning Committee, and the Technology Planning Committee review and rank program review resource requests each year, including requests for facility upgrades and alterations. (Evidence—copies of FPC program reviews?)
- e. The CalOSHA committee reviews accident reports and other sources of information to identify and recommend plans to remediate workplace hazards, including facility deficiencies. (Evidence?)
- a. The Emergency Preparedness and Safety Committee provides recommendations (Evidence?) relative to the College's security policies, which also affects physical resources. (E.III.B.1.x).
- b. The Public Safety Department is responsible for developing, integrating, and testing emergency response plans, for patrolling facilities and parking lots to detect and deter crime, and for responding to calls for service from students and employees. The department's regular reports are included in [annual?] reviews which then inform infrastructure and systems requests in order to improve safety throughout the College's facilities. (E.III.B.1.x).
- f. Public Safety is supported through an agreement for a Sheriff's Resource Officer dedicated to the Eureka campus. (E.III.B.1.x)
- g. Through the integrated planning committee structure, recommendations are periodically forwarded to the President/Superintendent requesting funding for facility improvements. (E.III.B.1.x)
- h. The Board of Trustees approves the budget allocation plan for the College's Measure Q/B local bond funds, which is also reviewed by the Budget Planning Committee. (E.III.B.1.x)

- i. The College's Eureka campus is located in an active seismic zone and has undergone extensive seismic research over the past 12 years. The College has engaged geo-engineering consultants to perform trenching and boring studies to determine if particular segments of property and the facilities on the property are subject to unacceptable seismic hazards. (E.III.B.1.x LACO reports, E.III.B.1.x JP Singh Ground Motion Report, etc.) When a facility is determined to be in a seismic fault zone, a request is submitted to the Chancellor's Office for an A-3 (Critical Life Safety Renovations – Seismic Deficiency Projects) State bond capital project to remediate or replace the facility, as appropriate. (E.III.B.1.x)
- j. The College recently updated its Americans with Disabilities Act (ADA) Remediation Plan, which includes the correction of physical barriers, and accessibility related deficiencies. Until physical barriers have been remediated, the College ensures alternate accommodations are available. For example, each semester the College offers students assistance with accessible path way finding, an accessible van transports students across inaccessible pathways to their classes, and the College has a protocol in place to relocate a class section to an accessible room if necessary.

Analysis and Evaluation: The College meets Standard III.B.1. The College is actively working with the Chancellor's Office to test, identify, and correct facilities with seismic deficiencies and ADA accessibility barriers. The College has an active integrated planning committee structure that identifies and recommends repairs to workplace hazards, that prioritizes program review resource requests, that reviews and tracks updates to various College policy and planning documents, that makes recommendations to the President/Superintendent, and that assesses its own committee effectiveness and makes recommendations for process improvements to the next year's committee membership.

Evidence Sources:

- E.III.B.1.a
- E.III.B.1.b
- E.III.B.1.c
- E.III.B.1.d
- E.III.B.1.e

Standard III.B.2

The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.

Evidence of Meeting the Standard:

- a. Using planning models tied directly to The Education Master Plan, the College has undergone extensive building projects over the past 7 years, including the construction of 4 new buildings and other new facilities. Some examples include an extensive [upgrade to the student dormitories—roof? Electrical? in 2014?] and upgrading the [Child Development Center? What did we do there?] of these upgrades (E.III.B.2.x 2009 Facilities Master Plan, E.III.B.2.x Facilities Master Plan 2012 Update, E.III.B.2.x do we have a map of recent construction?).
- b. Based on extensive review and multiple findings from state agencies and local and state engineering firms, the College has engaged in rigorous planning for facilities and additional new building programs running on up through 2022 (E.III.B.2.x 2017-21 Five Year Capital Outlay Plan, E.III.B.2.x Facilities Master Plan 2012 Update, E.III.B.2.x Redwoods CCD-Five Year Construction Plan E.III.B.2.x do we have a map of upcoming construction projects?). College administration has met with Chancellor’s Office, Division of State Architect (DSA), and other State agencies relative to facilities with seismic deficiencies. The Creative Arts building and the Physical Education Complex are identified on the Chancellor’s Office 2017-18 Five-Year Capital Outlay Plan for facility replacement with construction planned for 2020 and 2021, respectively. (E.III.B.2.x pp.38 capital outlay plan)
- c. The College is negotiating a request to demolish the Redwoods Complex buildings which were previously found to have seismic compromise issues. During 2016-17, the College will begin demolition of the Stadium grandstands due to life safety concerns, and will begin life safety and ADA upgrades to the PE/Athletic fields.
- d. Beginning in the summer of 2017, the Utility Infrastructure Replacement and Seismic Strengthening capital project will provide seismic strengthening to the Applied Technology, Administration of Justice, and Student Union buildings, and replace emergency water tanks located on a seismic fault line, as well as upgrading facilities and infrastructure at the Eureka campus.
- e. At the Del Norte Center, the College is preparing capital requests for code upgrades and modernization of the main building and replacement of the modular facilities. During 2016-17 the College is constructing a new Science laboratory building. This facility’s scope and equipment will allow every type of Chemistry and Biology laboratory section offered at the Eureka campus to be offered at the Del Norte campus, thus creating facility parity across locations.
- f. The College maintains service agreements for life safety inspections and maintenance, for example for annual high voltage line testing. The College continues immediate life safety, ADA accessibility barriers, and mandated services as the top priority for limited maintenance and custodial staff.
- g. Based on recommendations in the 2015-18 Student Equity Plan, the College determined that it should create a Multi-cultural Center in the Student Union. The space is slated to be open in October. (Evidence? What do we have? Who knows about this? Lee? How did we come to the conclusion that we needed this?)
- h. During the annual Enrollment Services program review process, the department determined that student veterans had outgrown the College’s existing Veteran’s services. In consultation with an architectural firm, the College’s ad hoc Veteran’s

- Facilities Task Force has begun planning a new facility to be opened in fall [2017?]. The new facility will replace the current Veteran's Center located in the Student Union and Cafeteria which was created through a similar process in the fall of 2012. (E.III.B.2.x)
- i. In fall 2016 through [describe the process] the [Facilities Planning Committee?] determined that the College needed a central faculty meeting place. Plans were drawn up [through what process?] and it was decided that an existing site was best suited for this center. The remodel of Forum [room number?] will begin [when?] and the new Faculty Center will open [this date?] (Evidence of all of this? Documents? Where are they?)

Analysis and Evaluation: The College meets Standard III.B.2. The College used the Education Master Plan and constituent feedback as a basis for updating the Facilities Master Plan. The College solicited feedback through committee discussions and recommendations, open forums, interviews, and data collection. Draft documents were published to solicit specific feedback relative to the Facilities Master Plan.

Each year the program review resource request process, review of accident reports and reports of hazards, as well as external sources, such as Keenan and SWACC facility inspections, inform and assist the College in identifying maintenance needs. Annual allocations of scheduled maintenance and instructional equipment funds are informed by these data sources as well as the Facility Master Plan. Preventive maintenance work is planned and scheduled through the Maintenance Department. Maintenance trouble tickets also provide for more routine maintenance work.

While custodial and maintenance staffing levels are a cause for concern, the limited staffing issue is exacerbated during routine absences, particularly when an individual is absent for an extended period. The College maintains service agreements for life safety inspections and maintenance, for example for annual high voltage line testing. The College continues immediate life safety, ADA accessibility barriers, and mandated services as the top priority for limited maintenance and custodial staff. As students enrollments, administration will utilize the program review resource request process to request augmented staffing levels.

Evidence Sources:

- E.III.B.2.a
- E.III.B.2.b
- E.III.B.2.c
- E.III.B.2.d
- E.III.B.2.e

Standard III.B.3

To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

Evidence of Meeting the Standard:

- a. The College routinely evaluates the condition of its facilities to identify maintenance needs, ADA accessibility issues, safety hazards, personal safety needs, and obsolescence. Regular evaluations are performed by the College's Keenan and Statewide Association of Community Colleges (SWACC) insurance inspectors, through scheduled facility self-inspections, and through CalOSHA Committee recommendations relative to the scope of their review of workplace and other accidents and hazards. Physical resource planning includes the Facility Master Plan which is closely aligned with the Education Master Plan, annual Five Year Capital Plan updates, annual five year Scheduled Maintenance updates, annual five year Instructional Equipment Replacement updates, the College's Annual plan, updates to our insurance carrier's property inspections, and updates to the College's Facilities Utilization, Space Inventory Options Net (FUSION) records and reports.
- b. Each year the program review resource request process, review of accident reports and reports of hazards, as well as external sources, such as Keenan and SWACC facility inspections, inform and assist the College in identifying maintenance needs. These data sources, in concert with the Facility Master Plan, are used to generate annual allocations of scheduled maintenance and instructional equipment funds. (E.III.B.3.x)
- c. Whenever possible hazardous conditions have been uncovered through geophysical or other research data, the College has developed and employed a rigorous process of planning in order to replace and upgrade facilities. For instance, when various buildings were found to be partially built over fault lines (E.III.B.3.x CR gym), the College proposed to [who? State architects?] CA retrofitting. (E.III.B.3.x;)
- d. During regularly scheduled facilities inspections, physical plant and structures are examined and judged for safety and any necessary repairs, improvements, or additions are made (E.III.B.3.x Fire Inspection, E.III.B.3.x Fire Safety Inspection Range Hood, **any evidence of correction of range hood issues?**).
- e. The College tracks all of its useable space and the costs for replacement in its FUSION/Assessment Facility Condition Index Report, thus ensuring complete utilization of facilities. (E.III.B.3.x;)
- f. Vehicle replacement follows a consistent continuous plan based on an assessment of oldest/highest mileage/mechanical problem basis. (E.III.B.3.x Vehicles insurance oncampus1.xlsx)
- g. The College solicits feedback through committee discussions and recommendations, open forums, interviews, and data collection. Draft documents are published to solicit specific feedback relative to the Facilities Master Plan. (E.III.B.3.x;)
- h. The College guarantees transparency and shared commitment to quality improvement by archiving all copies of reports at a publicly accessible website.

- Additionally, all reports are available to the individuals through a public information request. (E.III.B.3.x website screenshot)
- i. Departmental program review resource requests act as another source of facility evaluation by identifying needs through the annual Program Review process. (E.III.B.3.x sample program review documents)
 - j. The College's plans and implementations remain fluid to allow for the occasional short-term event. For example, the College identified food insecurity as an issue that could potentially negatively impact students achieving their education goals. (E.III.B.3.x Food Insecurity - ExecutiveSummary.pdf) The College secured a grant to start a food pantry and within [2 months?] had prepared a space, thus assisting students without delay. A permanent space for continuing support is in the planning stages. (E.III.B.3.x)

Analysis and Evaluation: The College meets Standard III.B.3. The College maintains appropriate plans relative to its facilities. Projects are identified and prioritized through a transparent process that provides for participatory input. While the College has accumulated capital and maintenance needs, this is due to a shortage of funding, not a lack of planning or failure to identify needs.

Evidence Sources:

- E.III.B.3.a
- E.III.B.3.b
- E.III.B.3.c
- E.III.B.3.d
- E.III.B.3.e

Standard III.B.4 Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

Evidence of Meeting the Standard:

- a. Physical resources planning begins with the Facilities Master Plan and the College's integrated planning committees. The College anticipates, plans, and evaluates the safety of its facilities, sufficiency of its classrooms, lecture labs, laboratories, and other facilities by maintaining updated planning documents as noted in the Facilities Master Plan, Chancellor's Office reports, Americans with Disabilities Act (ADA) Remediation Plan, and the Chancellor's Office's FUSION database. (E.III.B.4.x)
- b. The College uses a broad but simple definition of the total cost of ownership (TCO). Criteria include required staffing, custodial requirements, routine supplies costs, estimated equipment and facility maintenance costs, utility costs, disposal costs, and other costs. The goal is to maximize the quality of the student experience and the effectiveness of the facility in facilitating student learning, while also minimizing the annual payroll and operating budget requirements. The

- College's Proposition 39 projects have been specifically prioritized to return the greatest savings to the College on a TCO basis. (E.III.B.4.x)
- c. For capital projects, the architect is challenged to maximize student learning through versatile and conducive space design, while minimizing TCO through a high efficiency infrastructure. For example, the development of the new Del Norte Science laboratory project was driven by a need for a facility that could accommodate every type of Chemistry and Biology lab section offered in Eureka while also upgrading to modern, energy efficient facilities and fixtures to reduce TCO. As a result, when compared against the old lab, the new lab both increases student learning opportunities, while at the same time reducing the TCO. Because the facilities that are being replaced are older and equipped with inefficient equipment, the College realizes beneficial operating budget adjustments. (E.III.B.4.x)
 - d. As a recent member of Association of Physical Plant Administrators (APPA), the College participates in a facilities performance indicators survey which can be used to benchmark with other community colleges on items such as maintenance levels in facility trades, funding levels, building replacement values, and TCO.

Analysis and Evaluation: The College meets Standard III.B.4. The College engages in a facilities planning process that provides opportunities for constituent input into both short- and long-term facility planning and prioritization. APPA benchmarks provide an external validation and valuable feedback to ensure that plans are aligned with industry practices relative to facilities and maintenance operations. College plans are updated on a regular basis, for example five year plans are updated annually and reported to the Chancellor's Office on a regular basis. Annual program review resource requests are prioritized each year which also drives annual updates to plans and project timelines.

Evidence Sources:

- E.III.B.4.a
- E.III.B.4.b
- E.III.B.4.c
- E.III.B.4.d
- E.III.B.4.e