

## Standard III B Physical Resources

**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.**

### Description

Located in Southern California on the north side of the San Gabriel Mountains, Victor Valley College's main campus encompasses 253 acres just adjacent to the historic Mojave River and centrally located near three major cities for which it serves. The College first opened its doors to students in 1961 with only 4 original buildings. The main campus now consists of 42 buildings, many which surround a beautiful five-acre, man-made lake [III B.1-01].

The District also owns three additional properties. The first is 160 acres of unimproved land in the Baldy Mesa area eight miles west of Highway 395. Only partial utilities are available to the site at this time. A second property is a 55 acre parcel located in Hesperia on the corner of Main Street and Highway 395. This Westside site is intended to accommodate a workforce development complex and to obtain eligibility for center status when fully developed [III B.1-02]. The project is currently on hold due to inability to sell bonds.

The third developed property, located in the town of Apple Valley approximately 15 miles northeast of the main campus, is 9 acres of land obtained through a lease agreement between the District and Apple Valley Fire Protection District [AVFPD]. In 2011 the District completed construction of the Regional Public Safety Training Center [RPSTC] [III B.1-03], which includes 41,500 square feet of administrative space, classrooms, labs, shower facilities and restrooms, student and faculty lounges, tactical indoor 9-lane shooting range with virtual and live-fire training simulation, a fire technology/EMT 4-bay apparatus building, CERT city, fire training tower and prop yards.

To ensure the safety and sufficiency of physical resources, the District identifies campus facilities in need of updating, renovating, replacing or new construction in the Facilities Master Plan [III B.1-04]. The Facilities Master Plan was recently updated and approved by the Board of Trustees in July of 2015 to reflect the current needs of the campus and community [III B.1-05]. In the annual Five-Year Capital Construction Plan [III B.1-06] the District focuses on the identified campus facility's needs. These planning tools are driven by the District's Education Master Plan [III B.1-07], creating an integrated planning and resource allocation system that takes all areas of the learning environment into consideration.

During the construction of a new or renovated facility, the District hires professional inspection services. A state-approved Inspector of Record [IOR] is on site during all construction. Material testing and special inspection firms are also contracted to ensure all new and renovated facilities are constructed to current building code standards as required by the Division of State Architect's office [DSA]. Facilities are assessed for fire life safety during the construction/renovation

process. These mechanisms used during construction ensure that the buildings are built to the highest standards, creating a safe learning environment for students.

Whether it is on the main campus or at any off campus center or distance education location, the District also assures the safety and sufficiency of its facilities and equipment through periodic and annual inspections, which are completed by the District's insurance administrators Keenan and Associates [IIIB.1-08]. Property and Liability [P&L] inspections are done bi-annually for the sole purpose of reducing the frequency and severity of potential hazards. The inspection includes but is not limited to areas of Security, Emergency Preparedness, Fire Prevention, Chemical Safety, and Injury and Illness Prevention. Following this inspection, a report is sent to the District with recommendations of areas that need to be addressed as they may pose potential safety hazards. These recommendations are given to the Executive Director of Facilities and Operations, who works with the departments where the issues have been identified to find solutions to correct them. The department, along with Maintenance & Operations, then works to correct the safety issues. The following year after a P&L inspection, a follow-up visit is scheduled to determine if all recommendations were addressed.

Evidence of how this integrated process works can be seen in a recent inspection of the campus [IIIB.1-08]. A High Priority recommendation was identified at the Construction Technology Department [CT] calling out various hazards including blocked fire extinguishers, passageways, and emergency evacuation routes. To address these issues, CT established an ad-hoc committee [Construction Technology Shop Organization Committee] to create a timeline and to-do list with specific goals in mind. CT has worked diligently to create a safer, more organized environment for their students and staff [IIIB.1-09].

Shared Governance Committees play a key role in assuring access, safety, security and a healthful learning and working environment as well. Both the Facilities Committee and the Environmental Health and Safety Committee discuss and make recommendations to correct issues at all College locations.

Evidence of this process can be seen through recent meetings [IIIB.1-10, IIIB.1-11] from both committees that addressed safety issues in Parking Lot #10. Campus Police and the Facilities Department researched ways to correct the issues, requested budget resources from the Superintendent/President, and moved forward with creating a safer, more accessible parking lot.

Issues were brought to the attention of the Campus Police regarding unsafe merging at the main entrance of the main campus. The issue was discussed and a solar powered flashing yield sign was purchased and installed. Feedback from the campus community expressed appreciation via email [IIIB.1-12].

The College's O.P.R.A. Work Order System [IIIB.1-13], an electronic work order program, is available to all staff and faculty. Utilizing this program, the Maintenance and Operations department is alerted of any safety or access issues, repairs, or upkeep of all areas of the campus and at all off-site locations. All reported safety concerns are evaluated and addressed within an 8-hour period. Safety issues, accidents, injuries or incidents are also reported to the Risk Management office. The Risk Management office may also work in conjunction with Facilities

Construction, Maintenance and Operations, and the Campus Police departments to minimize the overall risk exposure of the District's assets and operations in order to ensure a safe, secure and healthful learning and working environment.

Trainings with staff are also conducted through Keenan SafeColleges, an online safety training and tracking system designed specifically for education agency employees. These trainings help to promote safe working environments. Live trainings for the Maintenance and Operations staff are also conducted to ensure safe, proper usage and continued reliability of all equipment. In April and September 2016, forklift trainings were conducted for staff by Keenan and Associates [IIIB.1-14]. These trainings involved safe forklift driving and proper operating practices.

The Campus Police Department shares the responsibility of the College to ensure a safe and secure environment for students, staff and campus visitors. The Department operates 24 hours a day, seven days a week, year round. There is always an officer on duty who will respond to calls for assistance. Most buildings on campus have security systems including video surveillance. The Department is responsible for ensuring compliance with local, state and federal laws as well as maintaining compliance with federal and state-mandated crime statistics reporting and procedures. These include the Clery Statistics Reporting [Clery Act] [IIIB.1-15], Crime Statistics, Crime log, and the Violence against Women Act [VAWA] Program & Policies Manual [IIIB.1-16]. Campus Police is also responsible for enforcing the Emergency Preparedness Plan [IIIB.1-17] and emergency procedures.

Prop 39 funds have been used to upgrade outdoor lighting to LED, including building exterior lighting and parking lot lights on both the Main Campus and at the RPSTC [IIIB.1-18]. Not only does this work reduce the District's operational costs, it also creates a safer environment for all campus visitors.

Campus communications are another way the District ensures a safe learning and working environment. Email correspondence is sent out to faculty and staff regularly regarding any construction projects, road closures, vendors on campus, and the like so that staff can post the email to alert students [IIIB-19].

The Americans with Disabilities Act is an important part of the remodeling planning process in order to update accessibility. To ensure accessibility in the planning of remodeling projects, the College may add automatic doors, automatic door openers, ramps and compliant doorway thresholds, and improvements to paths of travel. Signage, with contact information should students need to report a compliance/access issue, have been placed in each classroom and on all automatic doors on campus. Requests for ADA compliant furniture are submitted electronically to the Maintenance and Operations department each semester to meet the needs of students with disabilities.

Most recent evidence regarding the assurance of access can be evidenced in two recent upgrades to the Main Campus. Additional ADA sidewalk ramps were installed along Fish Hatchery Road on the lower campus where the Farmer's Market is held every Thursday. These ramps not only assure access for students and staff, but due to the heavy traffic of the market, the District has assured that the community needs are met as well [IIIB.1-20].

Another project that is was recently completed is the installation of new automatic sliding doors at the Student Services II building where programs such as EOPS and DSPS are housed [IIIB.1-21]. The old sliding doors were becoming worn out, so this project was placed high on the list for completion due to the student population that frequents this building.

The District has multiple off campus sites where it holds instruction and ensures sufficient and safe facilities dependent on the arrangement made with each site individually.

The Regional Public Safety Center is part of the Victor Valley College District and is therefore under the college's regular schedule of facilities inspection and maintenance. When a need is identified outside the regular inspection timeframe, a work order is completed using the OPRA system [IIIB.1-13].

The Southern California Logistical Airport is leased by the District as the location for the College's Aviation Airframe and Powerplant Technician Program. Paragraph 12 on page 3 of the 2015 lease states that the Sublessee shall be responsible for all operating expenses associated with maintaining the subleased premises including, but not limited to, cleaning, light bulb replacement, supplies, maintenance, Sublessee logos or signage, furniture, window cleaning, repairs to trade fixtures and/or equipment, doors, ceilings, floors. Paragraph 17a on page 7 of the agreement details the amount of commercial general liability insurance required [IIIB.1-22].

The other sites, including four high school locations, are under the same regulations as that of the College due to their K-12 status. Each off-campus location is maintained to assure access, safety, security and a healthful learning environment based on independent lease agreements with each facility [IIIB.1-23].

Equipment is maintained or replaced as needed to support the campus and assure safety and security. In June 2016, the District entered into an agreement to purchase a new digital radio system. There are somewhere between 150 – 200 radios being used on campus by various departments. Some of these departments include Maintenance, Night Custodians, Grounds, Campus Police, I.T., and Building Emergency Coordinators. The previous radio system was over ten years old and consistently experienced equipment and battery issues. The District decided to switch to a digital radio system to prepare the campus for the future FCC regulation changes and to have access to previously unavailable features with the potential to increase safety on the campuses by easing the strain of emergency communication. Because so many departments use these radios, it was determined that it was in the best interest of the entire campus to replace the old system [IIIB.1-24].

Additionally, to further ensure input from students and staff regarding the safety and sufficiency of facilities, a campus-wide survey addressing multiple topics including pedestrian walkways, campus lighting, and accessible wheelchair access, was distributed at the end of 2014 to faculty and staff, and then to students during the Spring 2016 semester. The findings of the survey were predominantly positive across the board for all groups [IIIB.1-25, IIIB.1-26, IIIB.1-27]. This tool enables the District to evaluate its facilities through the eyes of those who work and learn here.

## **Evaluation**

The College meets this standard. In order to assure access, safety, security and a healthful working and learning environment, the District utilizes many mechanisms in the construction and maintenance of its physical resources, both on the main campus and at distance education facilities. Through systematic planning, evaluation, and re-evaluation, the District works diligently in order to address all issues and create the best possible environment for students and staff to learn and work.

The District prides itself on utilizing all possible means available. Whether it be through integrated construction planning, the Shared Governance process, program review, annual inspections, surveys and other communications, or the work order system, the District strives to hold itself to the highest standards to meet and exceed the College's vision, values, mission and goals.

## **Action Plan**

Through many funding sources the District is able to continue to expand and renovate its facilities and offer educational courses in various locations of its service area. And while the College is meeting the Standard by assuring access, safety, security and a healthful working and learning environment at the new and renovated facilities, it must now take action to look at possible budget allocation to supplement staff in order to continue assurance of meeting the Standard.

Many services in support of facilities that are offered as basic services on the main campus continue to be understaffed at off-site locations. Some of these services include postal and inner office mail and package delivery, copy paper and basic classroom supply delivery, maintenance, custodial and technology support, and campus police presence.

As off-site facilities become older they require more extensive maintenance programs and services to support proper operation. This applies to both Maintenance and I.T. services. As the District continues to build new facilities on its Main Campus, such as the new Science Building and the Vocational Complex, it must consider the upkeep and maintenance of these as well. While the District is meeting the Standard, improvement can be made in the areas of staffing to continue to meet the Standard.

## **IIIB.1. Evidence**

- IIIB.1-01 [Campus Map](#)
- IIIB.1-02 [Workforce Development Center](#)
- IIIB.1-03 [Regional Public Safety Training Center](#)
- IIIB.1-04 [Facilities Master Plan](#)
- IIIB.1-05 [Board Approval of Update to Facilities Master Plan](#)
- IIIB.1-06 [Five-Year Capital Construction Plan](#)
- IIIB.1-07 [Educational Master Plan 2012 and Beyond – Updates as of June 2013](#)
- IIIB.1-08 [SWACC Property & Liability Inspection](#)
- IIIB.1-09 [CT Meeting Notes Jan 2015](#)

- IIIB.1-10 [Facilities Committee Meeting Minutes](#)
- IIIB.1-11 [Environmental Health and Safety Committee Meeting Minutes](#)
- IIIB.1-12 [Yield Sign Email Feedback](#)
- IIIB.1-13 [OPRA Work Order System \(example\)](#)
- IIIB.1-14 [Victor Valley College Forklift Training Letter](#)
- IIIB.1-15 [Clery Statistics Reporting](#)
- IIIB.1-16 [VAWA Program & Policies Manual](#)
- IIIB.1-17 [Emergency Preparedness Plan](#)
- IIIB.1-18 [LED Lighting Project](#)
- IIIB.1-19 [Examples of Campus Communication for Construction Work on Campus](#)
- IIIB.1-20 [Shiple Construction & Plumbing – ADA Curb Ramps Contract](#)
- IIIB.1-21 [Action Door Controls, Inc. – Automatic Sliding Doors Contract](#)
- IIIB.1-22 [Southern California Logistical Airport](#)
- IIIB.1-23 [Off Campus Agreements](#)
- IIIB.1-24 [Hi-Desert Comm – Digital Radios Contract](#)
- IIIB.1-25 [Facilities Survey Results Faculty/Staff](#)
- IIIB.1-26 [Facilities Student Survey – Spring 2016](#)
- IIIB.1-27 [2016 Narrative Summer of Student Survey](#)

**IIIB.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.**

### **Description**

Understanding of the critical connection between successful learning and a positive learning environment, the College is committed to developing new facilities and providing improvements and enhancements to existing facilities and equipment to support the student population.

Resource allocation involves balancing the competing needs and priorities of the College to determine the most appropriate course of action to maximize the effective use of limited resources to support the College's programs and services.

Through integrated planning, ongoing systematic evaluation and cost-effective resource allocation, facilities are designed and constructed to function effectively to enhance the ability of the College to meet its educational mission.

The need for new or renovated facilities is established through annual processes that assess current and future needs the community serves. These planning processes include enrollment and population growth projections, annual Room Use Analysis [[IIIB.2-01](#)], the annual Space Inventory Report [[IIIB.2-02](#)], the Five-Year Capital Construction Plan [[IIIB.2-03](#)] and the individual department PRAISE process [[IIIB.2-04](#)]. During construction and renovation of facilities, the Facilities Construction office works directly with the faculty and staff that will be

the main users of the facility impacted by the project. Questionnaires may be sent out to gather and disseminate information [IIIB.2-05]. Multiple meetings with end users and the design professionals are conducted [IIIB.2-06]. During the planning of a new or renovated facility, tours of other campuses similar facilities may take place [tour information]; such has been the case for the upcoming One-Stop Student Center building.

Using integrated planning, implementation and evaluation of its processes, the Facilities Construction and Maintenance & Operations departments consistently seek the highest standards to contribute to exceptional and accessible lifelong learning opportunities.

These include enrollment and population growth projections, annual Room Use Analysis, annual Space Inventory Reports, individual departmental PRAISE reports, annual Five-Year Capital Construction Plans, and the Educational and Facilities Master Plans.

One example of this can be demonstrated in Vocational Complex Expansion project funded through Bond Measure JJ [IIIB.2-07]. The Room Use Analysis report [IIIB.2-01] demonstrated a space shortage in the automotive and welding lab spaces. This information was used in the planning process and is now currently under construction. The Room Use Analysis identifies the percentage of efficiency of every lab and lecture room on campus. This report depicts the assignable square footage (ASF) calculated with the weekly student contact hours (WSCH) generated, giving a percentage of overall actual usage of the room. This percentage shows the earning potential of the program. Any percentage over 100% can then be equated into justification for additional ASF. This analysis can also assist in the assigning of faculty as well as anticipate future hires in conjunction with an Educational master plan that establishes growth goals for these same programs. The College has used this data to update the Facility Master Plan [IIIB.2-08] and coordinating with the Five-Year Construction Plan [IIIB.2-03] to guide the College's construction program.

Facilities planning development begins with the PRAISE process and continues through the budget and resource allocation planning processes outlined in Administrative Procedure 6200 [IIIB.2-04]. Budgets are developed annually for the coming fiscal year in conjunction with the annual program review and planning process [PRAISE process]. As part of the PRAISE process, instructional and non-instructional programs determine their needs for Facilities, Technical Infrastructure and other resources based on their program evaluations. This process helps ensure campus-wide efforts for long-range planning that supports institutional improvement while maintaining safe and sufficient physical resources that are adequately resourced.

Shared Governance Committees are another way the institution uses ongoing, systematic cycles of evaluation. The Facilities Committee [IIIB.2-09] reviews departmental PRAISE reports from all programs to identify facility-related needs, then makes recommendations to the Superintendent/President's Cabinet for effective use of space and resources. Individuals from all constituents on campus, including management, classified staff, students, and faculty, participate in this shared governance group. The Facilities Committee has established an Administrative Procedure [IIIB.2-10] and Facilities Renovation-Remodel Request form [IIIB.2-11] in which faculty and staff can request remodels/renovations of their classroom, lab, or work space. This

process allows the Committee to evaluate, prioritize, and recommend to the Superintendent/President projects based on safety, demonstration of need, and available funding.

The Facilities Committee maintains and implements the Facilities Master Plan as well as other planning documents that guide the College in facilities planning. The District uses the Facilities Master Plan [IIIB.2-08] and the Five-Year Capital Construction Plan [IIIB.2-03] for planning physical resources. The long-range Facilities Master Plan is the anchor for the District as far as facilities planning. The Five-Year Capital Outlay Plan is how the District implements the long-range plan. These planning documents are the mechanisms that led the College to remodel and expand and make code compliant the Music Building [IIIB.2-12] and the Dr. Prem Reddy Health and Science building [IIIB.2-13]. The upcoming One-Stop Student Center building is also an example of the Facilities Master Plan guiding the next construction plan in the process.

The College annually evaluates the condition of existing facilities to create a prioritized list of maintenance projects that require funding during the subsequent five years. The Five-Year Scheduled Maintenance Plan [IIIB.2-14] is supported through combined State and local funding. The O.P.R.A. Work Order System [IIIB.2-15] is available to all campus staff to electronically report any required repair or upgrade issues to the Maintenance and Operations department. These work orders are prioritized and addressed on an ongoing basis. The assessment and replacement of equipment is ongoing in order to provide for changing needs in classrooms and work areas to make the environment safe and ergonomically correct for students and staff.

Departments will most often use existing budget for equipment needs. However, if budget is not available, equipment repair, replacement, or new equipment requests begins with the PRAISE process. Based on their evaluations, instructional and non-instructional programs their equipment needs.

### **Evaluation**

The College meets this standard. In order to plan, acquire or build, maintain, and upgrade or replace the institution's physical resources, the District utilizes planning processes such as enrollment and population growth projections, annual Room Use Analysis, the annual Space Inventory Report, the Educational Master Plan, the Five-Year Capital Construction Plan and individual department PRAISE reports. Through systematic planning, evaluation, and re-evaluation, the District works to ensure effective utilization and continuing quality necessary to support its programs and services and achieve its mission. Utilizing all possible means available, the District also prides itself on using Shared Governance process and program review PRAISE process to meet the College's physical resources mission and goals.

### **Action Plan**

The College goes to extensive lengths in its planning process for the construction and renovation of current and future facilities. Understanding and implementing the true total cost of ownership every step of the decision-making process will ensure that the District takes advantage of its planning process. This will ensure not only quality facilities for students but cost effective facilities and the most prudent use of state and local tax dollars.

### **IIIB.2. Evidence**

- IIIB.2-01 [Room Use Analysis](#)
- IIIB.2-02 [Space Inventory Report](#)
- IIIB.2-03 [Five-Year Capital Construction Plan](#)
- IIIB.2-04 [Administrative Procedure Budget Development AP6200](#)
- IIIB.2-05 [VVC FMP Update Questionnaire](#)
- IIIB.2-06 [Architect's Meeting Notes](#)
- IIIB.2-07 [Bond Measure JJ Seventh Annual Report](#)
- IIIB.2-08 [Facilities Master Plan](#)
- IIIB.2-09 [Facilities Committee Policy](#)
- IIIB.2-10 [Administrative Procedure Implementing Remodels AP 6601](#)
- IIIB.2-11 [Facilities Renovation-Remodel Request form](#)
- IIIB.2-12 [Music Building Code Compliance and Renovation Project](#)
- IIIB.2-13 [Dr. Prem Reddy Health and Science Project](#)
- IIIB.2-14 [Five Year Scheduled Maintenance Plan](#)
- IIIB.2-15 [O.P.R.A. Work Order System \(example\)](#)

### **IIIB.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.**

#### **Description**

As described in the previous section, the District utilizes many mechanisms in the planning and evaluation of its facilities and equipment. Facilities Master Plan Updates, Five-Year Capital Construction Plans, Scheduled Maintenance Reports and the Room Use Analysis are conducted anywhere from annually to approximately every 3 to 4 years.

In order to fully evidence just one of the processes listed above and how the College uses it in the planning process to assure effective utilization and continued quality to support its programs and services, the College can focus on how the Room Use Analysis supports the College mission.

A Room Use Analysis [[IIIB.3-01](#)] compares space capacity against the load it generates and is expressed in Weekly Student Contact Hours [WSCH]. It looks at each individual classroom and laboratory and their directly associated support spaces based on the State issued TOPs code Taxonomy of programs, providing a detailed view of the campus via its individual spaces.

Using college-supplied First Census data sorted by room number, a room use analysis computes the total Lecture and Lab WSCH "load" actually generated within each room. This is compared against the WSCH "capacity" of that room plus its support spaces.

The advantage of a room use analysis in institutional planning is that it identifies, by instructional discipline, space shortages and surpluses, thus giving a detailed guidance for future new construction and remodeling projects.

By revealing either space shortages or surpluses, the analysis provides the Institution with an early measure of programs that are growing, holding their own, or declining. With that data, reassignment of space can be justified and implemented in order to address inequities in space assignment.

Revealing a program's growth status through its space usage, this analysis can also assist in the assigning of faculty as well as anticipate future hires, especially in conjunction with an Educational Master Plan [\[IIIB.3-02\]](#) that establishes growth goals for those same programs.

A recent example of the District utilizing the Room Use Analysis report and the PRAISE process is the Vocational Complex Expansion project funded through Bond Measure JJ [\[IIIB.3-03\]](#). The Room Use Analysis report [\[IIIB.3-01\]](#) demonstrated a space shortage in the automotive and welding lab spaces. This information was used in the planning process and is now currently under construction. The request for modernization is documented in the Welding PRAISE [\[IIIB.3-04\]](#).

Detailed guidance of future new construction and remodel or reallocation of space is the ultimate outcome of knowing the space usage within each program. The College chooses to complete this analysis approximately every 2 to 3 years because it provides a timely measure of each program's growth trends, both near term and long-term. The College has used this data to update the Facilities Master Plan [\[IIIB.3-05\]](#), and by coordinating with the Five Year Plan [\[IIIB.3-06\]](#), it has helped guide the college's construction program and resource allocation plans.

The Facilities Master Plan [\[IIIB.3-05\]](#) focuses on the renovation of campus facilities identified as being in need of updating, renovating, or replacing. They are identified and reported in the District's annual Five Year Capital Outlay Construction Plan. The annual Five Year Plan [\[IIIB.3-06\]](#) is a fundamental tool in the support of planning and assuring effectiveness of physical resources in support of institutional programs and services. Whether the results of the current educational planning efforts call for adjustments or confirm what has been proposed in the plan, the District can proceed with assurance that it is responsive to the changing community needs and the role of the College within it. This long-range planning and implementation of long-range planning assures that the College plans and evaluates its facilities on a regular basis, taking utilization and relevant data into account.

The upcoming One-Stop Student Center building currently in the next construction plan in the process [\[IIIB.3-07\]](#) is an example of physical resources documented in the Facilities Master Plan and the Five Year Plan. These two planning documents combined with the Facilities committee [\[IIIB.3-08\]](#) is a driving force for the current planning process.

This planning process is effective as it evaluates facilities utilization and provides relevant data that is used in support of the College's programs and services. This can be evidenced in the creation of the Math Success Center. A request from the Math department for a dedicated space for Math tutoring is documented in PRAISE [\[IIIB.3-09\]](#) and was presented to the Facilities Committee. The committee reviewed and then made a recommendation to Cabinet to house a Math Success Center in the Academic Commons due to this space's underutilization, which was identified through a room use analysis report [\[IIIB.3-10\]](#). It was determined that the Math Success

Center would be housed in this location for a trial period so that further analysis could be completed as to the effectiveness of the needs of the program and the space. Funding sources were established and allocated, including a grant from Southern California Edison (SCE).

The Math Success Center has since been relocated to building #21, the Technology Center, and incorporated into what is now the Tutoring Center. The entire planning process, from the PRAISE reports to Facilities Committee meeting discussions, to establishing a location, budget and timeframe of events, has led to a more extensive project in the form of a full Tutoring Center. The Tutoring Center has evolved with the same processes and in much the same way the Math Success Center began. The District formed a tutoring center task force to determine the need and possible locations for a tutoring center. A district-wide survey was created to assess the different criteria in determining need and location. The survey was used to first establish if there was truly a need for a tutoring Center. If there was a need, what tutoring services would be offered and located in the center and where the center would be located to best serve the students [IIIB.3-11, IIIB.3-12]. The new tutoring center opened in building #21 at the start of the fall 2016 semester. The center will be evaluated for a period of one year and then potentially expanded to incorporate additional services.

A more recent example that can be evidenced is the relocation of the Veteran's Resource Center [VRC]. A chronological compilation [IIIB.3-13] of events began back in March 2014 with the initial establishment of a formal location of a VRC. After two years in this location, the VRC determined that the location was not optimal for their students, and a request was sent to the Facilities Committee to make a recommendation for a new location better suited for their needs. A proposal was presented and evaluated by the committee, and a recommendation for a new location was sent to the President for review and ultimately approved. This planning process for allocation and reallocation of space has proven to be very effective.

The District evaluates its facilities and equipment through various other means as well. The exterior lighting project was first brought to the facilities committee by the Associated Student Body (ASB) as part of their annually established and prioritized goals. The original goal pertained to campus beautification, but during discussion with the Facilities department, parking lot lighting was included in their request. This past planning year, the Facilities Construction and Contracts department performed a lighting assessment and developed a project to improve exterior lighting on the Main Campus and at the RPSTC utilizing Prop 39 and District funds.

This process is evidence that the College utilizes all means in the planning and evaluation of its facilities and equipment, taking utilization and relevant data into consideration. What started as an ASB student goal prompted the assessment of current exterior lighting, which led to the planning that included examination into total cost of ownership and return on investment, and ultimately led to the Board of Trustees approving a contract for the completion of a project. This entire planning and evaluation cycle has resulted in a better lit, safer campus for the students, staff and community, and a reduction in operational costs for the District.

Those who work with equipment identify needed new and replacement equipment at the line level. Their suggestions and requests are forwarded through meetings with their supervisor, who in turn completes the formal budget request document. Equipment needs are identified in the

Program Review process [PRAISE] in order to assure the College plans and evaluates its equipment on a regular basis [[IIIB.3-14](#)].

The District also evaluates its facilities and equipment through periodic and annual inspections, which are completed by the District's insurance administrators Keenan and Associates [[IIIB.3-15](#)]. Following this inspection, a report is sent to the District with recommendations of areas that need to be addressed as they may pose potential safety hazards. These recommendations are given to the Executive Director of Facilities and Operations, who works with the departments where the issues have been identified to find solutions to correct them. The department, along with Maintenance & Operations, then works to correct the safety issues. If equipment replacement is needed, the department can begin with a request through the PRAISE process. The following year after a P&L inspection, a follow-up visit is scheduled to determine if all recommendations were addressed.

### **Evaluation**

The College meets this standard. The institution uses its facilities and equipment, including those related to DE/CE effectively. Using the Facilities Master Plan and annual Five-Year Capital Outlay Construction plan, the District regularly plans and evaluates its facilities, taking utilization and other relevant data into account such as the Room Usage Report. Through the PRAISE process and shared governance, the District assures facilities and equipment are planned and evaluated to support institutional programs and services. The District uses all possible processes together to assure the feasibility and effectiveness of physical resources.

### **Action Plan**

The District will continue to assure the feasibility and effectiveness of physical resources using all means available in the evaluation and planning of its facilities.

### **IIIB.3. Evidence**

- IIIB.3-01 [Room Use Analysis](#)
- IIIB.3-02 [Educational Master Plan 2012 and Beyond – Updates as of June 2013](#)
- IIIB.3-03 [Bond Measure JJ Seventh Annual Report](#)
- IIIB.3-04 [Welding PRAISE Report](#)
- IIIB.3-05 [Facilities Master Plan](#)
- IIIB.3-06 [Five Year Capital Outlay Construction Plan](#)
- IIIB.3-07 [One-Stop Planning Process](#)
- IIIB.3-08 [Facilities Committee Meeting Minutes Aug 2016](#)
- IIIB.3-09 [Math PRAISE report](#)
- IIIB.3-10 [Math Success Center Chronological Sequence of Events](#)
- IIIB.3-11 [Tutoring Services Survey](#)
- IIIB.3-12 [Tutor Task Force Meeting Minutes](#)
- IIIB.3-13 [VCR Chronological Sequence of Events](#)
- IIIB.3-14 [AP 6200 Budget Development](#)
- IIIB.3-15 [SWACC Property & Liability Inspection](#)

#### **IIIB.4. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.**

##### **Description**

Effective long-range capital planning of District facilities and equipment is vital in supporting sustainable growth to programs and services. Cost-effectiveness is a primary component of design at the College. Long-term cost implications of building projects range far beyond the initial design and construction expenditures. As the campus grows and ages, the cumulative cost of operating and maintaining facilities significantly impacts the overall institutional budget.

The passage of local Bond Measure JJ in November 2008, Proposition 39 grants, Instructional Support Grants, and allocation of redevelopment funds have all played a part in affording the College to provide safe and sufficient physical resources for the campus as described in the previous Standards.

During the long-range planning of facilities, all costs are measured. These costs may include hard and soft costs of acquisition and construction, set-up and deployment and secondary affects (moving departments, equipment, etc.), operational costs including staffing, maintenance, and infrastructure support (heating/cooling, lighting, IT support, etc.), insurance and financing costs, and depreciation.

All new construction projects, whether State or locally funded, are established based on the current cost index established by the State and found on their facilities website, Fusion. The current cost index identifies funding for FF&E (furniture, fixtures and equipment) for each project based on the programming of the space and the use of the facility. Each facility has a different Taxonomy of Programs code (TOPS) [[IIIB.4-01](#)], which is used to calculate spending on instructional programs based by TOP discipline.

During the evaluation of design build firms during the Request for Proposal [RFP] process, the College uses life-cycle costs for roofing systems to evaluate the total cost of ownership for roofing systems being proposed by the design build firms. These are evaluation factors used in the scoring process and eventual selection of a design build firm [[IIIB.4-02](#)].

The College continually seeks ways to plan for projects that save and/or reduce operational costs while improving student services without adding additional operational costs, or that increase revenue to the College through energy efficiency incentives.

The District leadership made a resource and financial commitment in 2010 to create a comprehensive sustainability program to reduce its dependency on utilities and reduce future expenditures [[IIIB.4-03](#)]. Some of the projects that were part of this plan included:

- One MegaWatt concentrated solar voltaic [CPV] facility, which was installed in June 2010 and reduces the campus electrical demand by roughly 30%, while bringing in monthly incentive checks from Southern California Edison [[IIIB.4-03](#)].

- 250 kw solar covered parking at the College’s new Lead Gold Regional Public Safety Training Center, which also reduces the facilities electrical demand and brings in monthly incentive checks from Southern California Edison [[IIIB.4-03](#)]
- 200 kW solar covered parking structures on the main campus [[IIIB.4-03](#)]
- Campus lighting retrofit replaced all exterior building lighting with T-5 fluorescent technology to reduce energy consumption by over 50%. Interior occupancy sensors were also installed [[IIIB.4-03](#)].
- Campus energy management upgrades [EMS] – installation of a new web-based EMS system allows for more efficient operation of equipment [[IIIB.4-03](#)].
- Boiler replacements in various buildings on campus [[IIIB.4-03](#)].
- Phase I of the sustainable landscaping project removed over 26,000 of nonfunctional turf, saving over 865,000 gallons of water each year, which requires less labor to maintain, eliminates the use of harmful chemical fertilizers and herbicides, and reduces green waste in landfills [[IIIB.4-04](#)].
- Indoor lighting retrofits [[IIIB.4-03](#)].
- Tying more buildings into the Central Plant [[IIIB.4-03](#)].
- Plug load occupancy sensor and power management software installation [[IIIB.4-03](#)].
- Savings by Design [[IIIB.4-03](#)].

Savings by Design is a program used by the College, which is a program offered through Southern California Edison [SCE]. The design of new construction projects are reviewed and pre-approved by SCE, qualifying that the design meets and exceeds Title 24 energy requirements. SCE reviews the design and pre-approves a set amount of incentive dollars that will come back to the District once the project is completed and post inspections have verified energy savings through design.

The results of the College’s sustainability program include not only a reduction in operational costs, but also over \$3.3 million in rebates and incentives.

The reduction in utility expenditures by roughly \$600,000 annually can be applied to other areas, including additional and/or improved instructional spaces and equipment to support the College’s programs and services and achieve its mission.

The District received in 2015 the California Community Colleges Board of Governor’s Honorable Mention Award for overall best project – Variable Frequency Drives on HVAC units [[IIIB.4-05](#)].

The District also received the 2013 California Community Colleges Board of Governor’s Energy & Sustainability Award for District Leadership in a Comprehensive Sustainability Program [[IIIB.4-06](#)].

The District has just completed replacement of all exterior lighting with new, energy-efficient LED lighting. This is part of the ongoing commitment to reduce the carbon footprint, lower the overall energy consumption, and be good stewards of the financial resources of the District while at the same time, assuring the safety and security of the campus community- [[IIIB.4-07](#)].

Reduction in operational costs, reduction in greenhouse gas and other pollutants, and reduced dependency on utilities by lowering the overall demand are all benefits of the College's sustainability program.

### **Evaluation**

The College meets this standard. The District has made a conscious decision and commitment to be at the forefront implementing energy efficiencies. The District's energy program has completed multiple projects resulting in millions of dollars of savings. Projects large and small are planned and evaluated for total cost of ownership and potential savings. The District uses Prop 39 energy funds along with a commitment of general fund dollars to continue its support and commitment to energy efficiencies at the District.

### **Action Plan**

The District should continue to explore avenues in which to stay at the forefront in implementing energy efficiencies. It should continue to work with the utility companies to take full advantage of Savings by Design and other incentives that may be made available.

### **IIIB.4. Evidence**

- IIIB.4-01 [Taxonomy of Program Code](#)
- IIIB.4-02 [Request for Proposal Scoring Process](#)
- IIIB.4-03 [Sustainability Program Presentation](#)
- IIIB.4-04 [Landscape Sustainability Upgrades PowerPoint](#)
- IIIB.4-05 [California Community Colleges Board of Governor's Sept 2015 Press Release](#)
- IIIB.4-06 [California Community Colleges Board of Governor's Apr 2013 Press Release](#)
- IIIB.4-07 [LED Lighting Project](#)