

# Standard III-B Physical Resources

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# Standard III-B

- *Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.*
  - *Introduction and description of physical sites*
    - *Colleges*
    - *Centers*

# Standard III-B

- *B.1 – The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.*
  - This section may be seen through the following lens:
    - (1) health and safety;
    - (2) facilities and operations; and
    - (3) equipment

# Standard III-B

- B.1 - (1) health and safety - Security – Examples of Evidence
  - Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
  - Crime Awareness and Campus Security Act (1990)
  - California Megan’s Law Web site link
  - Parking and Traffic Information
  - Parking Enforcement/emergency phones
  - Standards Of Student Conduct
  - Other
    - Security Cameras
    - Site lighting
    - Panic Buttons at key areas

# Standard III-B

- B.1 - (1) health and safety - Security – Examples of Evidence
  - Evidence of safety of the College's campuses
    - Division of the State Architect (DSA) approval of capital projects.
    - Standardized Emergency Management System (SEMS) Response Plan
    - National Incident Management System (NIMS) compliant Emergency Response Plan
    - Is there a Safety Committee?
  - How are new projects approved?
    - Board Policy
    - Procedure
    - Planning links



# Standard III-B

- B.1 - (2) facilities and operations
  - Hazardous Materials and Occupational Safety
    - Examples of Evidence
      - Workers Compensation Program
      - Injury and Illness Prevention Program (IIPP)
      - Ergonomics
      - Procedures for
        - » Blood-borne Pathogens
        - » Chemical Hygiene
        - » Lab Safety
        - » Hazard Communication

# Standard III-B

- B.1 - (2) facilities and operations – continued
- *Indoor Air Quality*
  - **Examples of Evidence**
    - Specifying materials that have low Volatile Organic Compounds (VOC) emissions.
    - Monitoring mechanically ventilated spaces for excessive carbon dioxide and increasing outdoor airflow.
    - Increasing levels of lighting control by individual building occupants and task lighting at computer stations.
    - Maximizing natural lighting with window placement and sizing.

# Standard III-B

- B.1 - (2) facilities and operations – continued
  - Facilities Sufficiency - Examples of Evidence
  - Space Inventory
    - How much space does the college have?
    - How is it categorized?
  - Five-Year Construction Plan
    - Annual summary of current and proposed capital outlay projects
    - Utilization (Capacity/Load Ratio)
  - Facility Assessment and Repair
    - Four evidentiary elements that factor into Facilities and Assessment Repair:
      - (1) work orders;
      - (2) surveys;
      - (3) instructional programs input; and
      - (4) state assessment (FUSION)



# Standard III-B

- *B.1 (3) Furniture & Equipment (F&E)*
  - **F&E Sufficiency**
    - Standards for class/lab equipment
  - **F&E Assessment and Repair**
    - Survey data
    - Work order history
  - **F&E Inventory system**
    - Evidence that equipment is being tracked and monitored
  - **F&E Replacement cycle**
    - Expected life-span
    - Plan/Budget to replace

# Standard III-B

- *B.1.a - The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.*



# Standard III-B

- *B.1.a - Capital Improvement Planning*
- Are resources being directed toward growing educational programs?
  - **Capital Renewal**
    - New Construction
    - Modernization
    - Replacement
- What would begin to answer this question?
  - **Five Year Scheduled Maintenance Plan**
  - **Five Capital Construction Plan**
- Effective utilization is also driven by Sustainability
  - Does the district have a Sustainability Policy?
  - Has the district noted the intersections between capital planning and operational expense?

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# Standard III-B

- *B.1.a - Capital Improvement Planning*
- Evidence of a integrated planning in development of architectural programs (IPP/FPP)
  - Does project tie to broader plans?
    - Educational Master Plan
    - Facility Master Plan
    - Capital Budget
    - Multi-year project/program scheduling
- Evidence of a consultative process
  - Meeting Agendas/Minutes
  - Attendance rosters
- Following a consultative process, address the following areas:
  - facility performance
  - Physical Plant - spatial /site layout
  - Regulatory Requirements



# Standard III-B

- B.1.a - Indicators of effective (or ineffective) Facility Utilization
  - **Block schedule:**
    - Holding classes Monday through Thursday
      - (low utilization on Friday?)
  - **Prioritization Scheme:**
    - Do certain departments claim “ownership” of spaces?
    - Does this impact an otherwise more rational utilization pattern?
  - **Scheduling:**
    - Are certain categories of classes offered at night and on weekends, which leads to low utilization during the day?

# Standard III-B

- **B.1.b**
- *The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.*



# Standard III-B

- B.1.b – Adequate Resources at all locations
  - *Universal Access*
  - *ADA Transition Plan*
    - *Demonstrate phased compliance for access*
  - *Transportation and Parking*
    - *Mass transit availability*
    - *Sufficient parking*
  - *Off-Site Services*
    - *Do satellite centers offer a comprehensive array of services*

# Standard III-B

- **B.2**
- *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.*



# Standard III-B

- B.2 – Planning/Utilization/Efficiency
- **Report/Evidence Examples:**
  - **Room Utilization Report:**
    - This report shows the days and times classes are scheduled .
  - **• Room Conflict Report:**
    - This report identifies instances in which requests to offer classes in a particular classroom/laboratory at a particular time overlap with one another .
  - **• Room Availability Report:**
    - This report identifies the days and times that classrooms/laboratories are available.
  - **• Priority Room Chart:**
    - This chart lists the priority for scheduling courses offered by a department in a particular classroom or laboratory .

# Standard III-B

- B.2 – Planning/Utilization/Efficiency
- Report/Evidence Examples:
  - **Five-Year Construction Plan:**
    - This plan includes data on the
      - lecture,
      - laboratory,
      - office space, and meeting room space utilization rates that are based on the state formula for calculating these rates.
    - It also contains data that are used in the College’s planning processes to meet existing and anticipated facilities-related needs

# Standard III-B

- **B.2.a**
- *Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.*



# Standard III-B

- B.2.a - Long Range Planning
  - *Does a Long-Range Capital needs plan tie to an Educational Master Plan?*
    - Does this long term plan in turn tie to:
      - *Facilities Master Plan*
      - *Five Year Construction Plan*
  - *Is there an implementation scheme for the long term plan?*
    - Local G.O bond?
    - Prop 39 (vs. Prop 46)
    - Compliance
    - Oversight Committee, Annual Audits,

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# Standard III-B

- B.2.a - **Total Cost of Ownership**
  - Project costs for capital improvement projects
    - (including design, government review/approval, construction, testing and inspection, and contingency)
  - Annual allocations for utility costs
  - Annual allocations for maintenance and repair projects
  - Facilities and Operations staffing costs

# Standard III-B

- **B.2.b**
- *Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.*



# Standard III-B

- B.2.b – Integrated Planning
- Participatory Governance Structure
  - Evidence of integration:
    - Does a long term strategic plan reflect physical plant needs?
    - Facilities Committee
      - Participation
      - Do agendas address broader operational and institutional issues
    - Budget Committee
      - Participation
      - On-going operational cost of facilities

# Standard III-B

- Summary thoughts...
  - As a system we have done a good job developing sources of capital funding
    - Prop 39 (2000)
    - State-wide Education bonds
  - We also have challenges...
    - in sustaining sources of adequate operating funds
    - In addressing meaningfully the Total Cost of Operations (TCO)
  - What lies on the horizon?