



Accreditation Self-Study 2011-2012

# STANDARD III.B

## Physical Resources



### Standard III.B Subcommittee

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## III.B Physical Resources

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.

**III.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.**

### III.B.1 Descriptive Summary

The Golden West College (GWC) campus consists of over 28 buildings arranged on 122 acres of property. The campus was built from 1965-1978 in increments. With the buildings being 35-45 years old, the College is faced with renovations and improvements that can be quite costly. Through State scheduled maintenance dollars, the College has received funding for various projects which help defray those costs. The College has also applied and been a successful recipient of grants that have helped with the upkeep of an aging campus.

The College Planning and Budget (P&B) Committee established a subcommittee, Facilities, Safety & Land Development, from what had been previously three separate committees. This subcommittee reviews the progress of Measure C projects, requests of departments for renovations and expansion, reviews and identifies safety concerns and provides initial review of leasing and land development proposals brought to the campus. The subcommittee recommends to the P&B Committee projects that require funding from the College and leasing opportunities that the College should research for consideration.

The College also instituted a program review process, which has a resource planning component that allows departments to request staffing, technology upgrades and facilities improvements. The facilities requests are reviewed, ranked, and then funded as monies become available. There is a component in the program review document that allows the individual departments to identify whether they think their facilities request is a health and safety concern ([III.B.1. .01: Program Review Forms](#)).

In 2002, the Coast Community College District (CCCD) was successful in passing Measure C, which is a local bond measure. The District received \$370,000,000 of which GWC received approximately \$96,000,000. The Bond reached a successful conclusion in 2011 with the following projects having been completed:

- Student Center Renovation
- Repairs to Eroding Concrete
- Campus wide Technology Upgrades
- Central Plant with Upgrades to 18 Buildings
- Upgrade to Swimming Pool/Locker Rooms – ADA compliant
- Track Resurfacing

- Student Success Center
- Nursing Building with Student Health Center
- International Student Center
- Classroom Improvements
- LRC
- Lighting Retrofit for energy efficiency

### III.B.1 Self Evaluation

GWC meets the standard.

The Campus provides safe facilities that meet current codes and regulations. All of GWC's new buildings are built to Division of State Architect (DSA) standards including fire life safety, accessibility, and structural integrity. In addition to the architectural plans being reviewed by DSA while buildings are under construction, there are DSA approved inspectors on site at all times to ensure compliance during construction. DSA reviews all new plans but also reviews large renovation projects ([III.B.1. 02: DSA stamped cover sheets](#)).

GWC's space utilization report supports the current usage and projects the College's future needs. This report demonstrates that GWC is in compliance with State standards and allows GWC to see if it has sufficient space for existing programs ([III.B.1. 03: Space Utilization Report](#)).

Annual inspections from outside agencies; AQMD, Health Department, CalOSHA and the local fire department provide valuable feedback and corrective action plans, if necessary, that assist the College in maintaining safe facilities ([III.B.1. 04: Inspection Reports](#)).

On a bi-annual basis, the District Facilities Office coordinates a campus tour with the Director of Maintenance and Operations and CCCD's insurance company for a Safety Inspection. These reports are provided to the campus, which allows GWC to take corrective action as needed ([III.B.1 5: Keenan Safety Inspection Report](#)).

As departments and offices on campus believe there is a health and safety concern they complete a program review form to request upgrades or modifications to their facilities. The Facilities, Safety and Land Development Subcommittee reviews these requests for assessment and consideration ([III.B.1. 05: Facilities, Safety and Land Development Subcommittee Minutes](#)).

The College follows the procedures outlined in the Property Control Manual as prescribed in board policy to protect the assets of the district ([III.B.1. 06: Board Policy 6520, Security for District Property](#)).

### IIIB.1 Actionable Improvement Plan

None

#### III.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.**

### III.B.1.a Descriptive Summary

The College works closely with a consulting group, Cambridge West Partnership, to ensure that GWC's current facilities are being utilized in an efficient manner. When the facilities master plan was created, current demographics, future enrollment projections and condition of existing facilities were all taken in to account when identifying future needs ([III.B.1.a.07: Vision 2020 Educational Master Plan](#)).

The College has established a capital replacement schedule to ensure that planning and budgeting is coordinated with long-term needs. This schedule is presented to the College P&B Committee annually for review. At that time, the committee makes recommendations on funding for equipment that is nearing or at the end of its useful life. Two schedules are maintained; one for technology and the other for all other equipment that is greater than \$10,000. Although the list has been in place, it has been difficult to identify funds for these purchases. Capital funds have been utilized as needs present.

The College maintains a five-year deferred maintenance plan that is filed with the State on a yearly basis. Projects are listed by priority and need. Approval and funding is secured through the state and matched, as required, by the College. The Director of Maintenance and Operations works closely with the District Office to identify those needs.

The established Facilities Master Plan prioritizes buildings to be constructed and renovations to be completed based on program needs. The campus reviews the Space Utilization reports that are submitted to the State to ensure that GWC is maximizing the usage of the lecture, lab and office space. With each construction/renovation project that GWC completes, these ratios are taken into consideration to ensure that GWC does not put its State funding at risk.

The GWC program review process provides a method for departments to express their need for resources, facilities improvements, technology upgrades and infrastructure. The requests are evaluated and ranked through the Facilities & Safety committee and forwarded to the P&B Committee for final approval and allocation of funds.

### III.B.1.a Self Evaluation

GWC meets the standard.

The College has taken great strides toward incorporating all aspects of what truly goes into teaching facilities in terms of technology and resources to ensure all areas have their needs addressed. The completion of GWC's projects through the local general obligation bond, Measure C, has allowed the College to improve our facilities greatly. With additional facilities comes additional maintenance, custodial and technology support needs. The College will be addressing those staffing concerns when it completes its master staffing plan.

The Facilities Plan provides an outline of all of the necessary facilities identified by GWC consultants and the campus community. This plan was shared with the campus at various public forms to allow feedback and sharing of opinions. In addition to the master plan, a ten-year capital improvement overview has been created for the entire District that allows a summary for the funding requirements needed to reach the Vision 2020 goals ([III.B.1.a.08: GWC Ten-Year Capital Funding Summary](#); [III.B.1.a.09: Vision 2020 Educational Master Plan](#)).

### III.B.1.a Actionable Improvement Plan

None

### III.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.**

#### III.B.1.b Descriptive Summary

The Accessibility Center for Education (ACE) office/supervisor, in collaboration with the Facilities Planning & Safety subcommittee, coordinates activities to insure that GWC facilities and programs are accessible and in compliance with the ADA law, Title V Educational Code regulations, and Section 504 of the Rehabilitation Act of 1973. Identifying and resolving accessibility concerns are an ongoing process. Inputs on these concerns are sought from students with disabilities, the ACE counselor, faculty, the Title V Advisory Committee, ADA compliance consultants, and representatives on various relevant campus committees.

When renovations and new facilities are being constructed, the Division of State Architecture reviews the architectural plans to ensure ADA accessibility, fire life safety and structural integrity. This ensures adherence to all new laws and guidelines. Additionally areas that are renovated are brought up to current codes pertaining to ADA and Fire, Life Safety. Safety and security is evaluated during the design process to incorporate measures to increase levels of safety through the use of technology including cameras, lighting, and electronic key card access.

GWC strives to enhance the learning and working environments during construction and renovation by increasing natural light using green materials and construction techniques along with ensuring utilization of ergonomic furniture and work stations.

The Facilities Safety and Land Development subcommittee discusses a variety of items related to emergency response planning and campus safety. These items range from security cameras on campus to preventing bike thefts to public safety responsibilities and expectations. The Vice President of Student Life and Administrative Services and the Public Safety Coordinator provide ongoing evaluation to insure that GWC is a secure, safe campus.

Appropriate staff is alerted to possible safety/security problems through Maintenance and Operations work orders, e-mails between departments, campus committees, and security incident reports.

Emergency Response Team Training is provided to enhance campus safety. Recent surveys indicate that the majority of staff and students feel safe on campus during the day ([III.B.1.b.10: Accreditation Employee Survey 2011 Results ALL, items 29 and 30](#); [III.B.1.b.11: Accreditation Student Survey 2011 Results pp. 1-4, items 9 and 10](#)). The College has recently reassigned an individual to serve as the Emergency Response Supervisor. One role of the Emergency Response Supervisor is to assess the current status of GWC's emergency response plan, emergency supplies, training and overall effectiveness of our plan ([III.B.1.b. 12: Job Description Director Emergency Preparedness and Special Events](#)).

### III.B.1.b Self Evaluation

GWC meets the standard.

GWC does not currently have any satellite locations. All GWC's buildings and facilities are located on the main campus. Through continued upgrading of college facilities and the construction of new buildings, the campus has improved its ADA compliance, increased the amount of lighting, and added security cameras .

In addition, GWC's new Supervisor, Emergency Preparedness has coordinated various activities that have allowed the College to be better prepared in the case of a natural disaster. The supervisor has also presented evening trainings to keep the evening staff and faculty current on the College's current plans ([III.B.1.b.13: Emergency Preparedness Materials](#)).

As mentioned previously, the program review process also gives departments the opportunity to identify facilities and safety concerns within their program. These are reviewed by the Facilities, Safety and Land Development subcommittee for funding consideration with a recommendation to the P&B Committee ([III.B.1.b.14: Facilities, Safety and Land Development Subcommittee Minutes](#); [III.B.1.b.15: Planning and Budget Committee Minutes](#)).

### III.B.1.b Actionable Improvement Plan

None

### III.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.**

#### III.B.2.a Descriptive Summary

GWC's Facilities Master Plan, which is part of the District's "Vision 2020", has outlined projects that are a priority for the campus over the next ten years. Additionally, the ten-year capital improvement program and five-year scheduled maintenance plans allow for planning and prioritizing campus needs and provides the College an opportunity to secure funding from the State, as available, to assist with completing those projects. Current (2011-12) projects that are waiting funding/approval from the state are

- Math/Science building – currently approved and awaiting a state facilities bond.
- Criminal Justice Training Center – final project proposal submitted
- Language Arts Complex – initial project proposal submitted
- One Stop Student Center – initial project proposal submitted

The College Technology Committee has established a replacement/rotation schedule for the instructional labs on campus. This schedule allows the college to know what the long range expenses will be to keep the labs current. In addition to the lab replacement schedule, the Technology Committee is also in the process of reviewing infrastructure, software, media, and administrative computer replacement for management, faculty and staff. Once all of these timelines are established the college will have a complete assessment of its computer replacement costs that will be incorporated into the College Technology Plan ([III.B.2.a.01: Computer Lab Replacement Plan](#)).

### **III.B.2.a Self Evaluation**

GWC meets the standard.

The District is currently reviewing the option of seeking a second local general obligation bond. The Board hired a consulting firm in February 2012 and will hear a report from that group around July 2012. If a new bond initiative were to be successful, GWC will be able to continue following its Facilities Master Plan and Vision 2020 guidelines by setting monies aside to fund its ten-year capital improvement plan. If the state is unable to pass and bond measures to fund these projects, then fewer projects would be completed. GWC's current plan includes the state contributions on the College's proposed projects ([III.B.1.b.02](#): *GWC Ten-Year Capital Funding Summary*).

### **III.B.2.a Actionable Improvement Plan**

None

### **III.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.**

### **III.B.2.b Descriptive Summary**

The CCCD's "Vision 2020" plan describes the future as it relates to instructional needs. Plans are being developed to meet these requirements through new buildings and infrastructure. Through the project proposal process at the state, the College has integrated the facilities plan into the financial plan. Through these proposals, the College is able to maximize its' funding capacity and complete more projects ([III.B.2.b.03](#): *Five-Year Capital Construction (Facilities) Plan*).

GWC's Facilities, Safety and Land Development subcommittee reviews requests for improvements that have been processed through program review. These proposals are reviewed and forwarded to the P&B Committee. In addition to the program review process, the requests can also come through maintenance work orders. These work orders can be completed by the user groups for consideration. Working with Cambridge West Partnership, the College is able to identify primary usage for each facility and ensure that the capacity load ratios are within the state guidelines. This allows administration to get an assessment of whether the facilities are being utilized to their appropriate capacity. Staying within these guidelines also allows for better opportunities for funding through the state.

### **III.B.2.b Self Evaluation**

GWC meets the standard.

The integration of resource planning with institutional planning is essential. The development of the Vision 2020 plan has allowed the College to review its demographics, capacity information, future growth opportunities as well as future construction needs ([III.B.2.b.04](#): *Vision 2020 Educational Master Plan*). This document and the College master plan will be guiding the institution for years to come ([III.B.2.a.05](#): *GWC Educational Master Plan*).

### **III.B.2.b Actionable Improvement Plan**

None

### Standard III.B Evidence List

Links to evidence are available at [www.goldenwestcollege.edu/accreditation2011-2012](http://www.goldenwestcollege.edu/accreditation2011-2012).

- 3.B.1.\_.01: Program Review Forms  
[ProgramReviewDirectionsAndFormsCopy.pdf](#)
- 3.B.1.\_.02: DSA Stamped Cover Sheets  
[DSASTampedCoversheets.pdf](#)
- 3.B.1.\_.03: Space Utilization Report  
[SpaceUtilizationReport.pdf](#)
- 3.B.1.\_.04: Inspection Reports  
[StandardIIIB1\\_4InspectionReports\\_3reports.pdf](#)
- 3.B.1.\_.05: Facilities, Safety and Land Development Subcommittee Minutes  
[FSLDCMeetingSummary120911\\_021012\\_041312\\_051112.pdf](#)
- 3.B.1.\_.06: Board Policy 6520, Security for District Property  
[BP6520SecurityForDistrictProperty.pdf](#)
- 3.B.1.a.07: Vision 2020 Educational Master Plan  
<http://www.cccd.edu/about/docs/VP9.pdf>
- 3.B.1.a.08: GWC Ten-year Capital Funding Summary  
[GWCtenYearCapitalFundingSummary.pdf](#)
- 3.B.1.a.09: Vision 2020 Educational Master Plan  
<http://www.cccd.edu/about/docs/VP9.pdf>
- 3.B.1.b.10: Accreditation Employee Survey 2011 Results ALL, items 29 and 30  
[AccreditationEmployeeSurvey2011ResultsALLcopy.pdf](#)
- 3.B.1.b.11: Accreditation Student Survey 2011 Results pp. 1-4, items 9 and 10  
[AccreditationStudentSurvey2011Resultspgs1-4copy.pdf](#)
- 3.B.1.b.12: Job Description Director of Emergency Preparedness and Special Events  
[JobDescriptionForDirectorOfEmergencyPreparednessAndSpecialEvents.pdf](#)
- 3.B.1.b.13: Emergency Preparedness Materials  
[EmergencyPreparednessMaterials.pdf](#)
- 3.B.1.b.14: Facilities, Safety and Land Development Subcommittee Minutes  
[FSLDCMeetingSummary120911\\_021012\\_041312\\_051112.pdf](#)
- 3.B.1.b.15: Planning & Budget Committee Minutes  
[PlanningAndBudgetSummaryDecember10\\_2008andSeptember14\\_2011.pdf](#)
- 3.B.2.a.01: Computer Lab Replacement Plan  
[ComputerLabReplacementSchedule.pdf](#)
- 3.B.2.a.02: GWC Ten-year Capital Funding Summary  
[GWCtenYearCapitalFundingSummary.pdf](#)
- 3.B.2.b.03: Five-Year Capital Construction (Facilities) Plan  
[GWCFiveYearCapitalConstructionFacilitiesPlan.pdf](#)
- 3.B.2.b.04: Vision 2020 Educational Master Plan  
<http://www.cccd.edu/about/docs/VP9.pdf>
- 3.B.2.b.05: GWC Educational Master Plan  
[http://www.cccd.edu/vision2020/docs/GWC\\_Master\\_Plan.pdf](http://www.cccd.edu/vision2020/docs/GWC_Master_Plan.pdf)