

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.

LMC provides safe and sufficient physical resources; in fact, facilities and facilities equipment have been significantly improved since the previous team's visit. The College facilities are safe and sufficient to support LMC's mission and enhance student learning.

The facilities are continually inspected by the Buildings and Grounds Department, LMC Police Services, all College managers, as well as, faculty and staff. For example, the evening manager on duty surveys night time campus conditions, especially lighting, and reports any concerns to the Buildings and Grounds Department. A yearly Slip, Trip, and Fall Survey is performed by the Buildings and Grounds Manager (Evidence: Slip, Trip, and Fall Survey).

The facilities are periodically inspected for safety by a loss control consultant with the District property and loss insurer, Keenan and Associates. A safety inspection of both the main Pittsburg campus and the Brentwood Center is conducted on a two year inspection cycle with a follow-up audit visit in the off-year. The consultant reviews and inspects the campuses one year to identify problems and safety hazards, and then makes recommendations for correction. The consultant returns to campus for the follow-up audit visit in the off-year to verify correction of identified items.

The College currently leases facilities from the City of Brentwood for the Brentwood Center. Beginning in fall 2013, the District Police Services added staff coverage of the Brentwood Center to match the services provided at all of the other District properties. This coverage includes a parking services officer present during all hours that the Center is open to the public.

The College utilizes facilities for both the police and fire academies located off campus. The police academy is located at 340 Marina Boulevard, Pittsburg. The fire academy is located at 2945 Treat Blvd., Concord. These facilities are maintained by the Contra Costa County Sheriff and Contra Costa County Fire Departments which are public agencies. These agencies and the College are subject to the same facilities standards required by the Department of State Architect. Safety of facilities at these off-campus locations is ensured by onsite staff and personnel who report unsafe areas of the facilities and equipment to the owners of the off-site facilities. Sufficiency of off-site facilities is determined by onsite staff and personnel and reported to LMC Administration.

The Buildings and Grounds manager and his staff are responsible for maintaining all physical resources on campus in Pittsburg, as well as, addressing issues that arise in the Brentwood Center. Concerns about the condition of the classrooms, labs, walkways, lighting, and overall appearance are reported to the Buildings and Grounds Department for evaluation and follow-up maintenance, and repairs are performed as funding and staffing allow with safety concerns being given highest priority

In addition, to assist College Buildings and Grounds, the Contra Costa Community College District (CCCCD) has developed a computerized preventive maintenance program called M-Plus. All equipment is documented in the system and is scheduled for regular maintenance to be performed by the College's maintenance staff. Scheduled inspections identify and address safety issues regularly.

The equipment necessary for the distance education delivery mode, both inside and outside the classroom, is maintained by the Information Technology Department according to the LMC Technology Plan [\(Evidence: LMC Technology Plan\)](#). This equipment includes, Smart classrooms, student computers in a variety of computer labs on both campuses, networks and servers, and desktop computers for faculty. To promote consistency throughout the District, all colleges within the District have adopted the same learning management system, Desire2Learn.

In the 2013 Student Satisfaction Survey, respondents were asked to rate the classroom and physical environment (lighting, heating/cooling, cleanliness, comfort of seats, et cetera): 25.5 percent of students were very satisfied and 61.6 percent were satisfied. Some 87 percent of respondents were also satisfied with "safety on campus". Also, 71 percent of students were satisfied or very satisfied with the "availability of spaces for individual and group study on campus"; 71.9 percent of students were very satisfied or satisfied with the "space on campus for relaxing or socializing between classes"; 57.7 percent of students were satisfied or very satisfied with the "availability of recreational opportunities and facilities on campus"; 49.6 percent of students were satisfied or very satisfied with the "availability of parking on campus." It should be noted that since the previous team's visit, 407 spaces were added to parking lot B. [\(Evidence: AnnualStudentSatisfactionSurveyLMC2013\)](#)

In the 2014 Employee Satisfaction Survey respondents were asked to rate the physical facilities and safety on campus. In regards the physical facilities, 79.7 agreed or strongly agreed that the aesthetics of the campus were adequate, 86.1% agreed or strongly agreed that the appearance of campus landscaping was adequate; 69.4% agreed or strongly agreed that the cleanliness of the campus, including classrooms and restrooms is adequate. In regards to safety, 55.6% agreed or strongly agreed that safety on the campus is adequate. In regards to lighting specifically, 58.3 % agreed or strongly agreed that the lighting in the parking lot is adequate, while 73.9% found the lighting in the hallways adequate. The parking facilities were found to be adequate by 75% of faculty. [\(Evidence: LMCEmployeeSatisfactionSurveywithcomments-Spring2014\)](#).

Survey results pertaining to facilities are reviewed by the administration, including the Buildings and Grounds Manager, to establish priorities for implementation of specific recommendations within funding restrictions in conjunction with the Facilities Master Plan of 2007 and the 2010 East Side Campus Master Plan Update. Pertinent survey questions highlighted need for

increased lighting in the parking lots and comments from staff indicate a need for increased classroom size and computer technology in the classrooms (Evidence: [LMCEmployeeSatisfactionSurveywithcomments-Spring2014](#)).

Students and Employees were also surveyed in relation to the adequacy of computer technology available and its maintenance. In the 2013 Student Satisfaction Survey, respondents were asked to rate the quality of specially equipped classrooms, use of technology in the classroom and availability of computers in skills labs and computer labs. In regards to the quality of specially equipped classrooms, such as labs or training facilities, 74.1% of students were satisfied or very satisfied. 77.9% of students were satisfied or very satisfied with the use of technology in the classroom. 80.9% of students were satisfied or very satisfied with the availability of computers in the skills labs and computer labs and 69.6% were satisfied or very satisfied when it came to obtaining help using computers in these labs. (Evidence: [AnnualStudentSatisfactionSurveyLMC2013](#)).

In the 2014 Employee Satisfaction Survey respondents were asked to rate adequacy of computer resources for employees to carry out their jobs, 46.6% moderately or strongly agreed that computer resources were adequate, but 35.2% indicated that they strongly disagreed and an emphasis was placed on the need for more computer labs and Smart classrooms, updated hardware and software, and more Informational Technology support (Evidence: [LMCEmployeeSatisfactionSurveywithcomments-Spring2014](#)).

The annual Resource Allocation Process (RAP) is used to ensure that program and service needs determine equipment replacement and maintenance versus capital improvements projects which include funding and procurement of furniture, fixtures, and equipment in the project budgets and project execution. Departments complete the RAP process after Program Review has helped them identify needed equipment and/or maintenance of current or desired equipment. In addition, the annual Program Review and Resource Allocation Process (RAP) provides a mechanism for feedback to college management related to the sufficiency of classrooms, laboratories, and other facilities. The college president determines priorities and then awards are granted based on available resources. After three difficult fiscal years, resource availability improved during 2013-14.

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

Descriptive Summary

The CCCCD chief facilities planner assists the college with development of long-range facilities master plans and manages the major capital improvements projects under those plans. The chief facilities planner also works collaboratively with the College to develop the five-year scheduled maintenance plan and the annual scheduled maintenance project execution plan and provides those details to the State Chancellor's Office. The CCCCD also monitors and reports funding allocations and expenses for these programs to the College The 2007 LMC Facilities Master Plan

(evidence: Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (evidence: 2010 Eastside Campus Master Plan Update) provide the framework. End-user input is included during the planning and construction or remodeling process.

The 2002 and 2006 local school construction bonds, passed by the residents of Contra Costa County, have provided the funds to make significant additions and improvements to the campus which include new buildings, a remodeled student services hub, renovations to improve classrooms and labs, upgrades to equipment, improved student access, and major maintenance.

Improvements to the Pittsburg campus since the last accreditation site visit in fall 2008 include:

- Relocation and expansion of the Nursing and Emergency Medical Technician facilities, including two simulation rooms and a mock-ambulance (completed fall 2012).
- Relocation, expansion, and modernization of Central Services (completed fall 2012).
- Relocation, expansion, and modernization of Business Services (completed fall 2012).
- Remodel of existing space and relocation of Student Life Office (completed fall 2012).
- Expansion of Parking Lot B to much-needed space (completed in fall 2011).
- Expansion of the Art Department (completed in fall 2010).
- Remodeling and relocation of the Office of Instruction (completed in spring 2009).
- Remodeling and addition of three large classrooms on level 1 of the Core (completed in spring 2009).
- Remodeling and addition of 3,600 square feet of space dedicated to tutoring and student leadership development (completed in spring 2009).
- Remodeling and relocation of Computer Science classroom and lab facilities to second floor of the Core Building (completed in spring 2009).
- Remodeling and creation of a mega-computer lab serving students in Computer Science and other programs across the college (completed in spring 2009).

Planned and continuing construction projects include expansion and integration of Student Services into a “one-stop” facility (construction started December 2012 with completion expected in December, 2014).

Since many of the improvements, like the Student Services project, have been done on existing areas of the campus, extensive areas of the Pittsburg Campus have been renovated and remodeled to create “swing space” for departments and programs that have had to be displaced as a result of the student services remodeling project. “Swing space” is defined as the temporary space for relocated departments or units during renovation of the permanent space or during the construction of new space to house these departments or units such as Admissions and Records, Counseling, Equal Opportunity Programs and Services, Disabled Students Programs and Services, Welcome Center, Student Success Center, Financial Aid, Transfer Center, President’s Office, LMC Foundation Office, Grants Development Office, and the Office of Planning and Institutional Effectiveness. They are all currently housed in various swing spaces on campus and will be moved to their permanent spaces once the student Services capital construction project is completed in early spring 2015.

In addition to new construction and remodeling projects at the main campus, the Brentwood Center has been progressively expanding. In fact, the Brentwood location received official

“Center Status” in spring 2012. Since the last accreditation visit, LMC has amended its facilities lease agreement with the City of Brentwood two times in an effort to expand the facilities to meet growing student demand and further develop specialized facilities to address programmatic needs. The original square footage of the Brentwood Center was 17,500. The first expansion added 2,692 square feet in November 2009, which included a tutoring lab, a math lab, and two classrooms. The second expansion added 1,817 square feet in July 2014, which included a science lab and a prep room. In order to improve student services and promote student leadership, an existing office (room 62) was converted into a dedicated student services resource space. (Evidence: Third Amendment to Lease Brentwood Education and Business Center; Fifth Amendment to Lease Brentwood Education and Business Center)

Enrollments at the Brentwood Center have declined slightly due to funding constraints due to the workload reduction imposed by the state over the last five years – the same has been true for the Pittsburg campus. However, the Brentwood enrollment increases are the highest of any site in the District. In spring 2013 Brentwood had 104 sections and served a headcount of 2285 students and an FTES of 491.42 and in spring 2014, it has 127 sections with a headcount of 2471 students and an FTES of 569.88. Given the rapid growth and continued development and high demand for class sections in far East County, it is a high priority for the College to find funding for a new and larger Brentwood Center facility. As funding allows, the number of students and sections will continue to increase.

The Buildings and Grounds manager and his staff are responsible for maintaining all physical resources on campus in Pittsburg, as well as, addressing issues that arise in the Brentwood Center. To that end, a number of facility, equipment and safety issues have been addressed during the past several years, with District and redevelopment agency funds. As a part of capital improvement projects at the Pittsburg Campus, HVAC systems have been updated in the art area, English area, social science area, Office of Instruction, nursing/EMT area, and the student tutoring labs. Infrastructure updates have included sewage lift station replacement, high voltage cable replacement, and replacement of several boiler heat exchangers. Major maintenance includes ongoing boiler and chiller maintenance, along with roof maintenance, pool maintenance, and maintenance of athletic fields.

The Buildings and Grounds Department is notified about maintenance concerns via an easy to use on-line work order system. General campus maintenance and mechanical equipment replacement is based on a priority system and an online, automated work order process which provides an efficient means to address campus needs. Students, faculty, managers, and classified staff all have the ability to submit work orders via the on-line work order system. This system is accessed via the InSite Portal. (Evidence: On-Line Work Order Form) The priority system for maintenance and integrated mechanical equipment is managed by the Buildings and Grounds manager. Priority is established based on student and staff safety, followed by asset protection.

The on-line system has provided direct access for all groups to report concerns directly to Building and Grounds. The online paper-free process has proven to be more efficient than going through campus mail especially since the college has expanded to multiple buildings from the original single building. The on-line system also allows the Buildings and Grounds Department

to keep accurate records of current and past work order requests. This record of previous work orders allows the buildings and grounds staff to give higher priority to repeat issues.

Equipment needs to support distance delivery modes (computers, servers, information technology equipment, etc.), both in and outside the classroom, are prioritized in the College's Technology Plan ([LMC Technology Plan](#)). Computers with standardized software and servers that support distance delivery modes are located on a variety of locations on the Pittsburg and Brentwood campuses. For a table showing locations, number of computers and current software for computer-based classrooms, computer labs, and other areas where student computers are available, please see the LMC Computer Lab Grid ([LMC Computer Lab Grid](#)). All campus instructional computers have a standard set of software installed which includes the Microsoft Office Suite, Internet Explorer and Firefox web browsers, various add-ons (Silverlight, Acrobat Reader, Flash player, etc.), Symantec End-point protection (anti-virus, network protection, etc.), and Faronics Deep Freeze ([LMC Computer Lab Grid](#)). Additional instructional software is installed in specific computer labs to support the needs of the instruction supported by the lab.

Smart classrooms are available on both the Pittsburg and Brentwood campuses. Currently, there are 55 smart classrooms at the Pittsburg campus and 9 at the Brentwood Center. Additional classrooms will be converted to Smart classrooms as funding becomes available ([CCCCD Strategic Technology Plan](#)). The standard equipment package for smart classrooms includes an LCD projector, computer workstation, DVD/VCR player combo, speakers, switching equipment, and a connection to the campus network and Internet. In addition to the smart classrooms with built-in equipment, several smart carts are available at both Pittsburg and Brentwood with laptops, LCD projectors and DVD/VCR player combinations. These mobile smart carts are delivered to classrooms and meeting rooms as needed.

The networks at both the Pittsburg campus and Brentwood Center have recently been upgraded through the bond-funded Infrastructure Upgrade Project (IUP) ([CCCCD Strategic Technology Plan](#)). This project, completed in early 2014, funded the upgrade of network switches, routers, wireless access points, and firewalls and added equipment and additional network cabling to support voice over IP (VoIP).

Servers are housed in both Pittsburg and Brentwood, with the main server farm being located in Pittsburg. A majority of the servers located in Pittsburg have been virtualized using VMware's ESX infrastructure, Dell servers and an EMC SAN. Servers provide services such as the college intranet, authentication, application serving, network file storage, print services, and backup. The Pittsburg server farm hosts LMC's web site and Blackboard (online course server, retired after fall semester 2013) servers.

All full-time faculty are provided a desktop computer in their office. Part-time faculty have access to a desktop computer if desired. As with instructional computers, faculty computers have a standard set of software installed (see above) when delivered. Other CCCC owned software

can be installed on faculty computers as needed, if done so under the licensing agreements for the software packages.

As of Spring 2014, the on-line Learning Management System (LMS) Desire2Learn (D2L) is now the standard LMS being used throughout the District for all fully and partially on-line classes, as well as, in those classes that use a LMS as a supplement. Faculty training on D2L is ongoing via Flex (Evidence: FlexAtAGlance Fall 2013 Sorted by Date Updated Draft 8-7-13 and Professional Development-Workshop Enrollment Spring 2014).

Self Evaluation

LMC meets the majority of Standard III.B.1.a by planning, building, and upgrading facilities effectively to ensure a quality learning environment for our students.

LMC has committed significant resources to the improvement of its existing facilities and a new PE Complex Planning for the total replacement of the PE complex buildings, with the exception of the gymnasium, started in the spring 2014. All planning and construction is done in accordance with the 2007 Los Medanos College Facilities Master Plan (evidence: Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (evidence: 2010 Eastside Campus Master Plan Update). Areas for improvement mentioned in the 2013 Student Satisfaction Survey such as the “availability of recreational opportunities and facilities on campus” will be addressed by the new PE Complex. (Evidence: LMCEmployeeSatisfactionSurveywithcomments-Spring2014)

The institution evaluates the effectiveness of facilities and equipment in meeting the needs of programs and services through Program Review and Employee and Student Satisfaction Surveys. From the student perspective, the institution is effectively using its physical resources. As noted above, according to the 2013 Student Satisfaction Survey, the majority of students find the “classroom and physical environment” to be satisfactory or very satisfactory. In addition, “the quality of specially -equipped classrooms,” “availability of space for individual or group study on campus,” and “space on campus for relaxing or socializing between classes,” are satisfactory or very satisfactory. In addition, 74.1% of students rated the quality of specially-equipped classrooms such as training facilities and labs to be satisfactory or very satisfactory and 80.9% of students were satisfied or very satisfied with the availability of computers in skills labs and computer labs (Evidence: AnnualStudentSatisfactionSurveyLMC2013).

From the employee perspective, the institution’s facilities are generally meeting the needs of its programs and services. As was previously discussed, the Employee Satisfaction Survey of 2014, showed that the majority of employees were moderately agreed to strongly agreed that the overall aesthetics of the campus are adequate, appearance of campus landscaping is adequate; the cleanliness of the campus, including classrooms and restrooms is adequate; safety on campus is adequate; parking is adequate, and lighting in parking lot and in hallways is adequate. In

addition, the majority of employees find the maintenance of equipment in the classroom (instructional technology, audio-visual media equipment, and furniture) is adequate and the quality of technology (other than computers) is adequate. Areas needing improvement include size of classrooms and computer resources for employees and availability of computers in computer labs (Evidence: LMC Employee Satisfaction Survey with comments-Spring 2014). While changing the size of the classrooms in the existing buildings is difficult to do, the needs for bigger classrooms are being addressed in the new buildings. In regards to computer resources for students and employees, these are being addressed in the College's Technology Plan (LMC Technology Plan).

Program review, which is done on an annual basis, is also used to provide guidance as to the effectiveness of the use of facilities and equipment. Programs and departments that have needs for new equipment or facilities document the need(s) as part of their review. Funding for equipment needs is processed through the Resource Allocation Program (RAP) (Evidence: RAP Proposals from Spring 2014). Other facilities needs are addressed through a variety of funding sources including bond measures. Please see below for a list of bond funded facilities that have been completed (i.e. Nursing/EMT) or are planned for the future (i.e. Physical Education Complex).

College facility use is not restricted to staff and students. The College routinely allows its facilities to be used by community members. In particular, Library Room, L-109, also known as the "Community Room" has been used by a wide range of community organizations including Red Cross, County Wide Middle School Science Fair, (Evidence: Facilities Use Forms for L-109). Other areas of the campus that have been used by community organizations include the swimming pool, music recital hall, and football field (Evidence: Facilities Use Forms for swimming pool, music recital hall, and football field).

LMC has difficulty meeting Standard III.B.1.a. in terms of long term maintenance of facilities and sufficiency of computer technology and equipment. Although scheduled long term maintenance projects continue, they are backlogged due to inadequate state funding. For example, during 2008-09, there was only \$326,000 in deferred maintenance funding district wide, with only 25 percent allocated to LMC. From 2010-2012 there were no funds for scheduled maintenance. In FY 2012-13, funding amounted to \$100,000. In FY 2013-14, funding amounted to \$100,000 from Los Medanos College with matching funds from the state for a total of \$200,000. The deferred maintenance project list, however, amounts to some \$8 million plus (evidence: Five Year Facilities Scheduled Maintenance Plan).

The College has formed a plan to address long term maintenance projects and equipment replacement as funding allows (Evidence: Five Year Facilities Scheduled Maintenance Plan). In addition, an existing District Business Procedure provides for future budget increases has been modified to support maintenance of the College (Evidence: District Business Procedure 5.01).

As regards the sufficiency and maintenance of computer technology equipment, the LMC Technology Plan has been developed to address the needs of the campus community (Evidence: LMC Technology Plan).

In regards the sufficiency of computer technology equipment, while the majority of students find the use of specially-equipped classrooms and the availability of computers in skills and computer labs to be satisfactory or very satisfactory, the majority of employees find the number of Smart classrooms, computer hardware and software, and Informational Technology support to be significantly less satisfactory than students do (Evidence: Annual Student Satisfaction Survey LMC 2013) and LMC Employee Satisfaction Survey with comments-Spring 2014).

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.

Descriptive Summary

As stated previously, campus facilities are continuously inspected by the Buildings and Grounds Department, LMC Police Services, and College Managers. The facilities are also periodically inspected for safety by a loss control consultant, Kennan and Associates and identified safety hazards are addressed in a timely fashion.

Additional reviews for safety are also conducted by Police Services, with daily walks of the entire campus. Observations of potential safety hazards or needs are reported to the Buildings and Grounds Department. Evening managers on duty are also tasked with identifying and reporting safety issues to the Buildings and Grounds Department through email or the on-line work order system. In an ongoing effort to improve safety on the campus, the vice president, along with the manager assigned to a specific area, inspects each area and discusses any safety concerns related to the facilities with relevant faculty/staff. When appropriate, Buildings and Grounds is notified via email or the on-line work order system of necessary corrections.

(Evidence: Sample of completed work orders)

Hazardous material storage and disposal is evaluated annually by Keenan and Associates Insurance. As problems are identified and recommendations are made, follow-up and confirmation to address the identified issues is completed by Buildings and Grounds. (Evidence: Keenan and Associates Inspection Report 2013) In addition, the District submits the Certified Unified Program Agencies (CUPA) package required by the state of California to Contra Costa Health Services. (CUPA 2012-13) This document describes LMC's spill response measures, emergency contacts, chemical inventory, and a business plan for handling hazardous materials and waste (Evidence: 2012-2013 CUPA Report).

In an effort to promote a safe and secure environment for all students, faculty, staff, administrators, and visitors of the College, LMC has formed a Safety Committee made up of

members from all parts of the College community including faculty, classified staff, students, and law enforcement. The charges of this committee include:

- To review and update campus emergency preparedness procedures including but not limited to building monitors and evacuation procedures.
- To develop an emergency response protocol for managers including establishment of and training for an Emergency Operations Center.
- To establish and provide training and a communications plan regarding various emergency response situations to all college personnel.
- To update evacuation signage and procedures, and administer a campus-wide evacuation drill (both at the main campus and at the Brentwood campus). (Evidence: CURRENT ITEMS - SGCMminutes_9-25-13APPROVED and SafetyCommitteedraftcharge_SGC9-25-13)

Safety Monitors have been assigned to each area of the campus to provide assistance should the campus need to be evacuated. This information has been shared with faculty and staff via a Flex Workshop, email, and the information is available on the LMC website (Evidence: Evacuation Safety Monitor Flow Chart; Evacuation Assembly Site Areas). Select faculty and staff have also been trained on the use of the Automated External Defibrillator (AED) and their locations on campus (Evidence: LMC Website: Location of AED Machines and Personnel Trained). Selected faculty and staff have also been trained on the location of and how to properly use evacuation chairs to assist those persons to evacuate a building who are unable to navigate the stairs without assistance (Evidence: Location of Emergency Evacuation Chairs and Personnel Trained).

To further protect staff, students, and visitors, the Contra Costa Community College District Campus Alert System (4CD Alert) uses a variety of methods to alert the community and emergency responders whenever a significant life-threatening hazard occurs. The system utilizes outdoor sirens located on the Los Medanos College Campus. Sirens are tested on the first Wednesday of every month at approximately 11:00 a.m. During testing, the sirens sound for approximately 30 seconds. The system will also alert subscribers who register to receive e-mail and/or cell phone text messages. (Evidence: 4CD Web site: Campus Alert System). To keep up on any campus alerts or emergency related information, staff, students, and visitors can also follow LMC on its Twitter Feed.

When the Pittsburg campus is occupied, the College is patrolled by a small staff of Police Officers with the assistance of Police Aids. The LMC Police Services Office Hours are:

- Monday thru Thursday - 7:30 a.m. to 11:00 p.m.
- Friday - 7:30 a.m. to 5:30 p.m.
- Saturday - 7:30 a.m. to 3:30 p.m.

Officers and Police Aids provide services such as escorting students who have safety concerns or problems in addition to securing facilities.

At the Brentwood Center, as of fall 2013, Parking Officers operate out of a new work space near the main entrance to the campus. This has improved both building access and security. Officers are present during all hours that the Center is open to the public.

The College recycling programs include the following:

- Beverage container and paper recycling containers at most College entrances and exits, as well as, in other strategic areas.
- A container for large packaging boxes and cardboard.
- Hazardous waste such as batteries, light tubes, excess paint products, and medical waste is disposed of by outside vendors.
- Recycling of all electronic waste such as computers and peripheral electronic equipment.
- Outside contractors are also required to recycle 50% of all materials removed from construction sites (Evidence: Project Recycle Requirements 1505).

In an effort to assure access to all campus facilities, an updated Americans with Disabilities Act (ADA) Transition Plan was established for the College in spring 2009. The 4CD Access Database (evidence: 4CD Access Database) has been used to guide decision making related to ADA access. A portion of the 2006 bond funds has been designated to be used for removal of barriers to access identified in the American with Disabilities Act (ADA) Transition Plan. In addition to this Transition Plan, the District and College constantly assess accessibility and remove newly identified barriers. All new construction projects listed above in Standard III.B.1. are planned and constructed with access in mind and are in compliance with current ADA standards.

ADA projects continue to be addressed. As part of the capital improvements projects, several automatic powered ADA accessible doors and architectural barriers to ADA access have been addressed throughout campus, including a new door into the Admissions and Records Office.

Self Evaluation

The standard has been met – the College provides a healthful learning and working environment. Access and safety are priorities for the institution.

The College continues to improve access through design and implementation of ADA-related projects. And LMC has an active Safety Committee, which provides input and recommendations on safety and security on campus. During January 2014, the committee sponsored a “focused flex” day called “All About Safety”. The program offered information on ensuring employee and student safety, information on safe campus initiatives and hands-on fire extinguisher training. Police Services then facilitated simulation safety exercises, including earthquake and the release of hazardous materials responses.

Actionable Improvement Plan

None.

III.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.

The 2007 Facilities Master Plan is part of the 2006-2016 Educational Master Plan, both of which were presented to the District Governing Board on September 26, 2007. The Educational Master Plan includes an environmental scan, internal analysis, and program assessment. Comprehensive unit plans for each instructional, student services and administrative support area of the College were developed and forecasts for enrollment and instructional programs were included. This information served as the foundation for the development of the 2007 Facilities Master Plan and 2010 Eastside Campus Master Plan Update.

The 2007 Los Medanos College Facilities Master Plan (evidence: Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (evidence: 2010 Eastside Campus Master Plan Update) addressed four key areas:

- Integrate LMC's front door aesthetic throughout the campus
- Establish and energize student support service facilities
- Improve and create opportunities for formal and informal learning environments
- Develop recreational facilities to welcome the community.

The need for new facilities was reinforced by inadequate lecture and lab space, given the continued growth of enrollment

The college is in the process of developing a new strategic plan (2014-2019) in alignment with the District strategic plan for the same period. The new strategic plan will drive and integrate other plans such as the next educational master plan, facilities plan and technology plan.

As a result of the Facilities Master Plan (2007) and the Eastside Campus Master Plan Update (2010), the following projects were completed:

- Relocation and expansion of the Nursing and Emergency Medical Technician facilities, including two simulation rooms and a mock-ambulance (completed fall 2012).
- Relocation, expansion, and modernization of Central Services (completed fall 2012).
- Relocation, expansion, and modernization of Business Services (completed fall 2012).
- Remodel of existing space and relocation of Student Life Office (completed fall 2012).
- Expansion of Parking Lot B to much-needed space (completed in fall 2011).
- Expansion of the Art Department (completed in fall 2010).
- Remodeling and relocation of the Office of Instruction (completed in spring 2009).
- Remodeling and addition of three large classrooms on level 1 of the Core (completed in spring 2009).
- Remodeling and addition of 3,600 square feet of space dedicated to tutoring and student leadership development (completed in spring 2009).
- Remodeling and relocation of Computer Science classroom and lab facilities to second floor of the Core Building (completed in spring 2009).
- Remodeling and creation of a mega-computer lab serving students in Computer Science and other programs across the college (completed in spring 2009).

In general, as a result of the newly remodeled areas and upgrades in the College Complex, access to "smart" classrooms and labs has greatly increased for students on campus, though demand continues to outpace supply.

The College is continuing to implement the projects documented in the Facilities Master Plan (2007) and the Eastside Campus Master Plan Update (2010). The following projects are in process:

- Expansion and integration of Student Services into a “one-stop” facility, including updating the Main Entrance to the College Complex to reflect the aesthetics of the newer buildings on campus, as described in the Facilities Master Plan (scheduled for completion December 2014) All of the services that will be housed in the new Student Services building (Admission & Records, Financial Aid, Welcome & Information Center, Assessment, Disable Student Programs and Services, EOPS, CALWORKS/CARE, Counseling, Transfer Center and the President’s Office) will be transitioned into this space during the spring 2015 semester. The “swing space” that was created to temporarily house these entities will be largely converted back in instructional space. The Facilities Master Plan outlines additional projects and buildings that will take place once funding is secured.
- Relocation, expansion, and modernization of Physical Education facilities (intensive planning started in spring 2014).

While a considerable amount of construction has been done on the main Pittsburg campus, the Brentwood Center has also undergone considerable expansion and remodeling to better suit the needs of the students, staff, and faculty. For example, the Center underwent expansions. The first, in 2009, added 2,692 square feet and included a tutoring lab, a math lab, and two classrooms. The second expansion, in July 2014, added 1,817 square feet, and included a science lab with a prep room. In addition, an existing office was converted into a dedicated student services resource space

Future priority projects, which were approved by the District Board on February 26, 2014, include:

- Modernize the college complex building on the Pittsburg campus
- Construct a new student activities building at the Pittsburg campus
- Modernize the physical education, gym, and aquatics facilities at the Pittsburg campus
- Construct a new Brentwood Center

The District is planning for another county wide bond measure in June 2014 for renovations of the original College Complex and the creation of a new student activities center. The Associated Students Union voted in 2002 to begin collecting a student activity fee of \$1 per credit unit in summer 2003, up to a maximum of \$10 per academic year for construction for the Student Activities Center. These fees are being collected.

One of the strengths of the College and the District is the planning and evaluation of facilities and equipment. LMC developed two facilities master plans (2007 and 2010), aligned with its Educational Master Plan (2006-2016). Based on the priorities documented in those plans, the College has completed numerous projects that clearly benefit students and support their learning. In addition, the large Student Services remodel is nearing completion in December 2014, and

planning is in progress for a significant upgrade to the physical education facilities and for the future construction of a permanent Brentwood Center.

The College and District have been effective in augmenting limited state funds for construction of facilities by passing two local bond issues, with planning well underway for a third bond measure in 2014.

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.

Descriptive Summary

Capital plans are developed according to the Facilities Master Plan (2007) and the Eastside Campus Master Plan Update (2010) aligned with the Educational Master Plan (2006-2016). The District Chief Facilities Planner, Vice President and College President review these plans as part of completing the annual Five-Year Capital Outlay Plan for the District (Evidence: Five-Year Capital Outlay Plan).

The elements that comprise the definition of “total cost of ownership” include the capital outlay of funds for the construction of the building, maintenance for the life of the building, utilities, faculty and classified staffing, furniture, fixtures, and equipment (FF& E), as well as, the cost of disposal of the building at the end of its useful lifecycle. While programming and planning new facilities, total cost of ownership is considered during the design and construction phases through procurement of high quality, low maintenance products, such as high efficiency lighting fixtures, low flow plumbing fixtures, high efficiency heating and air conditioning systems, and high quality FF&E.

Self Evaluation

Los Medanos College meets this Standard. The College has been effective in developing long-range capital plans that take into consideration the total cost of ownership of new facilities and equipment.

As per the Campus Zoning Analysis included in the Facilities Master Plan (2007) (Evidence: Facilities Master Plan of 2007), multiple offices were relocated and construction is currently underway to move some offices and programs to new locations. For example, the Office of Instruction was relocated to a newly renovated space in the Core Building in fall 2009, and the Art department facilities were significantly expanded, with improved visibility in the College Complex. All of the Student Services units like counseling, admissions, financial aid, DSPS, and assessment will be moved into a centralized student services area currently under construction and slated for completion in December 2014.

Since 2007, no new long-range capital plans have been developed with the exception of the 2010 Eastside Masterplan update that was primarily an update for the athletic facilities. These plans

did not include an evaluation of the total cost of ownership in the scope of planning. In the period between 2007 and 2014, District planning efforts have focused on implementation of these facilities plans. However, even since the District's first local construction bond was passed in 2002, District and campus plans have taken total cost of ownership into account in the development of capital improvement projects. LMC has sought to mitigate increases in ownership costs by implementing very low growth capital improvements.

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.

Descriptive Summary

Physical resource planning is integrated with institutional planning at Los Medanos College. In 2006-07, the District employed tBP Architecture to facilitate dialogue in different venues in the College to develop the Facilities Master Plan (2007) and later the Eastside Campus Master Plan Update (2010). (Evidence: Facilities Master Plan 2007 and Eastside Campus Master Plan Update 2010) A number of college-wide assemblies were scheduled to broaden the dialogue about modernization and other facility projects. On numerous occasions, representatives from the architectural firm facilitated campus discussions of facilities priorities and presented detailed visuals of proposed facility projects (Evidence of Assemblies). Both the facilities plans are based on the Educational Master Plan (2006-2016) integrating facilities planning with educational planning.

Facilities planning included a detailed analysis of the College site and the plans document construction and remodeling priorities for the next 10 years based on a review of:

- Program Review documents
- Enrollment trends by TOP codes/discipline
- Weekly Student Contact Hours/Full Time Equivalent Faculty by division (WSCH/FTEF)
- Lecture and laboratory WSCH by division

In addition to departmental discussions, physical resource needs are surfaced in program reviews. Every college program and unit is required to complete thorough review and planning process annually. This includes a review of the facilities and equipment required to continuously improve the effectiveness of the program and impact student learning positively. Information gathered from these program reviews is incorporated into the goals and plans included in the Educational Master Plan and subsequently in the facilities master plans.

Construction projects to meet the goals of modernization and expansion of the Pittsburg campus as detailed in the 2007 Facilities Master Plan (Evidence: Facilities Master Plan of 2007) and the

2010 Eastside Campus Master Plan Update (Evidence: 2010 Eastside Campus Master Plan Update) are ongoing and on schedule. A list of these projects is provided in Standard III above.

To better suit the needs of students and faculty and to allow for further increases in the number of students and number of sections at the Brentwood Center, the CCCCDC has purchased 17 acres of land on Vineyards Parkway near the intersection of Marsh Creek Road and the Highway 4 Bypass in east Contra Costa County for the new Brentwood Center. The District is currently pursuing funding for construction of the Center. This location is easily accessible from the freeway and serves the communities of East Antioch, Oakley, Knightsen, Byron, Discovery Bay, Bethel Island, and Brentwood. The City of Brentwood and the CCCCDC are collaborating closely in development of the new Brentwood Center. The college community will be consulted in finalizing which programs will be ‘housed’ in the new Brentwood Center, and then all user-groups and stake-holders will be involved in determining the labs, classrooms, and equipment that will be required for these programs and services.

The annual Program Review and Resource Allocation processes enable programs and units to request and justify needs for funding of equipment replacements and physical resources. To request resources, each department or unit completes a form clearly documenting the need as defined in the program review along with the impact of the resource on the program or unit. Programs and units also indicate which College and District goals as well as which program level student learning outcome the resource request is aligned with. The requests are reviewed by the Shared Governance Council which prioritizes the requests and makes recommendations to the president of the College who makes the final decision in accordance with the College’s strategic plan, educational master plan and mission according to the availability of funds. The SGC prioritizes needs for equipment purchase and repair based on a number of factors, including the age and condition of existing equipment, safety of existing systems, number of people affected by the failure of the equipment, the impact on instructional services, and the overall impact on students and staff.

The College conducts student satisfaction surveys and employee satisfaction surveys every 3 years. These surveys also include questions about the physical plant of the college, adequacy of classrooms and labs, campus safety, parking, aesthetics, among other criteria.

Based on the results of the latest student satisfaction survey (2013), the institution is effectively meeting or has in place a plan to effectively meet the physical resource needs of the campus community. The areas of strength in the survey are “classroom and physical environment”, “quality of specially-equipped classrooms”, “availability of spaces for individual and group study on campus”, “space on campus for relaxing or socializing between classes”, and “safety on campus.” Areas for improvement include the “availability of recreational opportunities and facilities on campus”. This area for improvement is being addressed with the planned total replacement of the PE complex buildings.

Based on the results of the latest employee satisfaction survey (2014), the institution is effectively meeting or has in place a plan to effectively meet the physical resource needs of the campus community. The areas of strength in the survey are aesthetics of the campus, campus

landscaping, cleanliness of the campus, including classrooms and restrooms, parking facilities, lighting in the hallways and parking lots, and safety. Areas for improvement include increasing number of Smart classrooms and technology throughout the campus. This area for improvement is being addressed by the LMC Technology Plan (Evidence: [LMCEmployeeSatisfactionSurveywithcomments-Spring2014and LMC Technology Plan](#)).

Self Evaluation

Los Medanos College regularly evaluates buildings and systems, both informally and as part of regular planning cycles. Institutional use of program plans and related budget requests ties expansion and development to institutional goals. Physical resource planning is integrated with institutional planning through the 2006-2016 Educational Master Plan, the 2007 Facilities Master Plan, the 2010 Eastside Campus master Plan Update, the LMC Technology Plan and the current District Strategic Plan. (Evidence: [Facilities Master Plan of 2007, 2010 Eastside Campus Master Plan Update, 2006-2016 Educational Master Plan, Technology Master Plan](#)). The District Strategic Plan is currently being updated.

As demonstrated above for Standard 3.B.2.b, LMC effectively plans and evaluates its physical resources. The feasibility and effectiveness of physical resources in supporting institutional programs and services has been evaluated and found to be sufficient according to student and employee satisfaction survey results ([LMCEmployeeSatisfactionSurveywithcomments-Spring2014and AnnualStudentSatisfactionSurveyLMC2013](#)) For example, students highly rated the “classroom and physical environment” and “quality of specially-equipped classrooms and faculty highly rated aesthetics and landscaping of the campus.

The annual Program Review and RAP continue to allow all interested parties to request and justify needs for funding of equipment replacement and improved physical resources into the future. The LMC Technology plan has been developed based in large part upon student and staff survey comments results ([LMCEmployeeSatisfactionSurveywithcomments-Spring2014and AnnualStudentSatisfactionSurveyLMC2013](#))

Actionable Improvement Plan

None.