
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.

Los Medanos College facilities are safe and sufficient to support the College's mission, programs and services to enhance student learning. The facilities and equipment have been significantly improved since the last accreditation site visit in 2008.

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 CCCCDC chief facilities planner assists the College with the development of long-range facilities master plans and manages major capital improvement projects under those plans. The chief facilities planner also works collaboratively with the College to develop the five-year scheduled maintenance plan, the annual scheduled maintenance project execution plan, and provides those details to the State Chancellor's Office. The District also monitors and reports funding allocations and expenses for these programs to the College. The *LMC Facilities Master Plan (2007)* (I.B.1-24) and the *Eastside Campus Master Plan Update (2010)* (I.B.1-25) provide the basis for all the facilities projects. End-user input is included during the planning, construction or remodeling phases.

The 2002 and 2006 local 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 Services 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 add needed parking spaces (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 Building (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. These functions are all currently housed in various swing spaces on campus and will be moved to their permanent spaces in early spring 2015, once the student services capital construction project is completed.

In addition to new construction and remodeling projects at the Pittsburg campus, the Brentwood Center has been progressively expanded. The Brentwood campus received official “Center Status” in spring 2012. Since the last accreditation site 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; two expansions were completed in the first decade and one more expansion is in progress. The first expansion, completed in 2008, added 1950 square feet creating three new classrooms. The second expansion was completed in 2010 and added 2230 square feet converting a classroom into a tutoring lab, adding a math lab, and an additional classroom. The third expansion in progress will add 1,817 square feet in July 2014, which includes 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 (III.B.1.a-1, III.B.1.a-2).

Enrollments at the Brentwood Center and the Pittsburg campus were reduced due to the funding constraints and the workload reductions imposed by the state between 2009 and 2013. However, now with funds for growth, the Brentwood Center enrollment increases again are the highest of any site in the District. In spring 2013, the Brentwood Center had 104 sections and served a headcount of 2285 students with an FTES of 491.42 at census. In spring 2014, the Center grew to 127 sections with a headcount of 2471 students with an FTES of 569.88 at census. As funding allows, the number of students and sections will continue to increase. Given the rapid growth and high demand for class sections in far East County, it is a high priority for the College to construct a new and larger Brentwood Center facility with the local bond approved by the residents of Contra Costa County in June 2014.

The College offers two off-site academies – the Fire Academy at the Contra Costa Fire Training Center in Concord and the Police Academy at the Law Enforcement Training Center in Pittsburg. Both these facilities are maintained by the site owners. Classes are offered at these sites on the basis of contracts.

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 the 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 online work order system, M-Plus. General campus maintenance and mechanical equipment replacement is based on a priority system and an online work order process, which provides an efficient means to address campus needs. Faculty, classified staff, managers, and students have the ability to submit work orders via the online work order system, which is accessed via the InSite Portal (III.B.1.a-3). 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 online system has provided direct access for all groups to report concerns directly to Building and Grounds. The online paper-less process has proved to be more efficient than going through campus mail, especially since the College has expanded to multiple buildings from the original single College Complex. The online 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 maintained by the College's Instructional Technology and Services (IT&S) Department. Computers with standardized software and servers to support distance delivery modes are located at a variety of locations at the Pittsburg and Brentwood campuses. The LMC Computer Lab Grid shows the locations, number of computers and current software for computer-based classrooms, computer labs, and other areas where student computers are available (III.B.1.a-4). 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. Additional instructional software is installed in specific computer labs to support the specific instructional needs of the lab.

There are currently 55 smart classrooms at the Pittsburg campus and seven at the Brentwood Center. Additional classrooms will be converted into smart classrooms as funding becomes available (III.B.1.a-5). 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 cost-effective and efficient smart carts are available at both the Pittsburg and Brentwood campuses with laptops, LCD projectors, and DVD/VCR player combinations. These mobile smart carts are delivered to classrooms and meeting rooms as requested.

The networks at both the Pittsburg campus and Brentwood Center have recently been upgraded through the bond-funded Infrastructure Upgrade Project (IUP) (III.B.1.a-5). This project, completed in spring 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 at both the Pittsburg and Brentwood locations, while the main server farm is located at the Pittsburg campus. 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 the LMC's website; and it hosted the learning management software, Blackboard, until it was retired at the end of fall 2013 semester.

All full-time faculty, staff, and managers are provided a desktop computer in their office. Part-time faculty have access to a desktop computer, if they need one. As with

instructional computers, employee computers have the same standard set of software installed (see above) when delivered. Other CCCCD-owned software can be installed on employee computers as needed, if done so under the licensing agreements for the software packages.

Effective spring 2014, the online Learning Management System (LMS) Desire2Learn (D2L) is now the standard LMS used throughout the District for all fully and partially online classes, as well as, in those classes that use the LMS as a supplement. Faculty training on D2L is ongoing via Flex (III.B.1.a-6, III.B.1.a-7).

Self Evaluation

LMC meets Standard III.B.1.a by planning, building, maintaining, and upgrading facilities effectively to ensure a quality learning environment for LMC's students.

LMC has committed significant resources for the improvement of its existing facilities. Planning started in spring 2014 for a new PE Complex for the total replacement of the existing PE buildings, with the exception of the gymnasium. All planning and construction is done in accordance with the *Los Medanos College Facilities Master Plan (2007)* (I.B.1-24) and the *Eastside Campus Master Plan Update (2010)* (I.B.1-25). 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 (I.A.1-14).

The institution evaluates the effectiveness of facilities and equipment in meeting the needs of programs and services through annual program review updates, and surveys of employees and students.

In the 2013 Student Satisfaction Survey, respondents were asked to rate the classroom and physical environment (including lighting, heating/cooling, cleanliness, comfort of seats, etc.); 87 percent of students were very satisfied or satisfied. With regard to "safety on campus", 83 percent of respondents were either very satisfied or satisfied. Seventy-one percent of students were satisfied or very satisfied with the "availability of spaces for individual and group study on campus"; 71.4 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 last accreditation site visit, 407 spaces were added to parking lot B (I.A.1-14).

In the 2014 Employee Satisfaction Survey, respondents were asked to rate the physical facilities and safety on campus. With regard to the physical facilities, 79.7 percent strongly agreed or agreed that the "aesthetics of the campus were adequate", 86.1 percent strongly agreed or agreed that the "appearance of campus landscaping was adequate"; 69.4 percent strongly agreed or agreed that the "cleanliness of the campus, including classrooms and restrooms is adequate." With regard to safety, 55.6 percent strongly agreed or agreed that "safety on the campus is adequate." With

regard to lighting specifically, 58.3 percent strongly agreed or agreed that the “lighting in the parking lot is adequate”, and 73.9 percent found the “lighting in the hallways is adequate.” Seventy-five percent of the staff strongly agreed or agreed that “the parking facilities are adequate.” (III.B.1.a-8).

The results of both surveys were reviewed by the administration, including the buildings and grounds manager, in order to prioritize improvements within the framework of the *Facilities Master Plan (2007)* and the *East Side Campus Master Plan Update (2010)*. The feedback about improving lighting in the parking lots and the need for larger classrooms and improved computer technology are being addressed in facilities planning and during the resource allocation process. While changing the size of the classrooms in the existing buildings is difficult to do, the need for bigger classrooms is being addressed in the new buildings. In regards to computer resources for students and employees, these will be addressed in the draft LMC Technology Strategic Plan, which will go through the review and governance process prior to approval in fall 2014.

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 is processed through the resource allocation process (RAP) (I.B.3-5, I.B.3-6, I.B.4-3, I.B.4-4, I.B.4-5). 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 (such as Nursing/EMT) or are planned for the future (such as the Physical Education Complex).

College facilities are not restricted to staff and student use only. The College routinely opens its facilities for community use. In particular, Library Room L109, also known as the “Community Room”, is used by a wide range of community organizations, such as the Red Cross, the County Supervisor’s Office, County-wide Science Fair, etc. (III.B.1.a-9). Other areas of the campus that have been used by community organizations include the swimming pool, music recital hall, and the football field (III.B.1.a-10).

Although scheduled long term maintenance projects continue, they are backlogged due to inadequate state funding. In 2008-2009, there was only \$326,000 in deferred maintenance funding district wide, with 25 percent allocated to LMC. During 2010-2012 there were no funds for scheduled maintenance, and in 2012-2013 there was \$100,000 from the College’s operating budget. In 2013-2014, there was \$100,000 in the College operating budget with matching funds from the state, for a total of \$200,000. The deferred maintenance project list, however, amounts to \$8 million (III.B.1.a-11).

The College has developed a plan to address long term maintenance projects and equipment replacement as funding becomes available (III.B.1.a-11). In addition, an existing District Business Procedure has recently been modified to require future budget increases to fund scheduled maintenance at the College, whether or not the

State Chancellor's Office provides a Physical Plant grant for facilities maintenance (III.B.1.a-12).

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

The facilities are regularly inspected by the Buildings and Grounds Department, Police Services, College managers, as well as, faculty and staff. A yearly "Slip, Trip, and Fall Survey" is performed by the Buildings and Grounds manager (III.B.1.b-1). 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 online work order system – s/he surveys night time campus conditions, especially lighting, and reports any concerns to the Buildings and Grounds Department. 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 online work order system of necessary corrections (III.B.1.b-2).

The facilities are also 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 Pittsburg campus and the Brentwood Center is conducted on a two-year inspection cycle with a follow-up audit visit in the interim year. The consultant reviews and inspects the campuses to identify problems and safety hazards, and then makes recommendations for corrections. The consultant returns to campus for the follow-up audit visit to verify correction of identified items.

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 (III.B.1.b-3). 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 (III.B.1.b-4).

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 the other District properties – a parking services officer is present during all the hours that the Center is open to the public.

The College utilizes off-site facilities for both the Police and the Fire academies. The Police Academy is located at 340 Marina Boulevard, Pittsburg; and the Fire Academy is located at 2945 Treat Blvd., Concord. These facilities are maintained by the Contra Costa County Sheriff and the Contra Costa County Fire Departments respectively, which are public agencies. These agencies and the College are subject to the same facilities standards required by the Division of State Architect's (DSA) Office. Safety of facilities at these off-campus locations is ensured by their staff who report unsafe areas of the facilities and equipment to the owners of the off-site facilities to be addressed.

The Buildings and Grounds department manager and his staff are responsible for maintaining all the physical resources on campus in Pittsburg, as well as, addressing facilities issues that arise at 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 assessment and follow-up maintenance; and repairs are performed as funding and staffing are available, with safety concerns given the highest priority.

The District has developed a preventive maintenance computer program called M-Plus to enable the college buildings and grounds departments to schedule and track maintenance. All equipment is documented in M-Plus and is scheduled for regular maintenance to be performed by the College's maintenance staff. Scheduled inspections identify and address safety issues regularly.

To promote consistency throughout the District, all the colleges have adopted the same learning management system, Desire2Learn, which is managed by the District Instructional Technology Department. Computer equipment on campus, both inside and outside the classroom, is maintained by the LMC Information Technology Department. College equipment maintained includes smart classrooms, computer labs at both campuses, networks and servers, and employee computers.

In an effort to promote a safe and secure environment for all students, faculty, staff, administrators, and visitors of the College, LMC has a Safety Committee whose membership includes faculty, classified staff, students, managers, and law enforcement officers. The charges of this committee are:

- 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 Pittsburg campus and at the Brentwood campus) (III.B.1.b-5, III.B.1.b-6).

Safety monitors have been designated from 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 (III.B.1.b-7, III.B.1.b-8). Select faculty and staff have also been trained on the use of the Automated External Defibrillator (AED) and are aware of their locations on campus (III.B.1.b-9). 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 (III.B.1.b-10).

To further protect staff, students, and visitors, the CCCCD 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 LMC campus. Sirens are tested on the first Wednesday of every month at 11 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 (III.B.1.b-11). To be informed of any campus alerts or emergency related information, employees, students, and visitors can also follow LMC on *Twitter*.

During the hours that the Pittsburg campus is open, it is patrolled by a small staff of police officers, with the assistance of police aides. The LMC Police Services work hours are:

- Monday through Thursday: 7:30 a.m. to 11:00 p.m.
- Fridays: 7:30 a.m. to 5:30 p.m.
- Saturdays: 7:30 a.m. to 3:30 p.m.

In addition to securing the campus facilities, police officers and aides also escort students concerned about safety to or from the classroom, or address other safety issues encountered by students.

Effective fall 2013, parking officers at the Brentwood Center operate from a new work space near the main entrance, which has improved building access and security. An officer is present during all the hours that the Center is open to the public.

The College recycling program includes the following:

- Recycling bins for beverage containers and paper at most College entrances and exits, as well as in other strategic areas.
- A container to dispose of large packing boxes and cardboard.
- Containers for hazardous waste such as batteries, light tubes, excess paint products, and medical waste which are disposed by outside vendors.
- Recycling of all electronic waste such as computers and peripheral electronic equipment.

- Outside contractors are also required to recycle 50 percent of all materials removed from construction sites (III.B.1.b-12).

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 (III.B.1.b-13) has been used to guide decision making related to ADA access. Some 2006 bond funds have been designated to be used to remove 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-related issues that are discovered are addressed. As part of the capital improvements projects, several automatic, powered, ADA accessible doors and architectural barriers to ADA access have been installed throughout campus, including a new door into the Admissions and Records Office.

Self Evaluation

Standard II.B.1.b has been met. The College provides a healthful learning and working environment; access, safety, and security are priorities for the institution.

The College continues to improve access through design and implementation of projects that meet ADA standards. LMC, once again, has an active Safety Committee, which provides input and recommendations on safety and security on campus. In 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. Campus Police Services then facilitated simulation safety exercises, including how to respond to an earthquake and the release of hazardous materials.

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.

Descriptive Summary

The *Facilities Master Plan (2007)* was developed based on the *Educational Master Plan (2006-2016)*, both of which were approved by 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 reviewed and forecasts for enrollment and instructional programs were evaluated. This information served as the foundation for the development of the *Facilities Master Plan (2007)* and *Eastside Campus Master Plan Update (2010)*.

The Los Medanos College *Facilities Master Plan (2007)* (I.B.1-24) and the *Eastside Campus Master Plan Update (2010)* (I.B.1-25) addressed four key areas – the need to:

- 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.

Inadequate lecture and lab space, given the continued growth of enrollment, reinforced the need for new facilities.

As a result of the *Facilities Master Plan (2007)* and the *Eastside Campus Master Plan Update (2010)*, the projects listed in Standard III.B.1.a were completed. 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, 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 currently being implemented:

- 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 in 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 into instructional space. The Facilities Master Plan outlines additional projects and buildings that will be implemented 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 Pittsburg campus, the Brentwood Center has also undergone expansion and remodeling to address the needs of the programs, students, staff, and faculty as stated earlier in this Standard.

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

- Modernize the College Complex building at 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 has received voter approval for another county wide bond measure in June 2014 to remodel the original College Complex, and to construct a new Brentwood Center and 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 continue to be collected.

Self Evaluation

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

Both the College and District have been effective in augmenting limited state funds for the construction of facilities by passing two local bond issues, with a third bond measure in the June 2014 in progress.

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.

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, College president and vice president review these plans as part of completing the annual Five-Year Capital Outlay Plan for the District (III.B.2.a-1).

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 life. 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)* (I.B.1-24), 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 *Eastside Master Plan Update (2010)* that was primarily an update for the athletic facilities. These plans did not require the master planning consultant to specifically include an evaluation of the total cost of ownership in the scope of the planning document. In the period between 2007 and 2014, District planning efforts have focused on implementation of these facilities plans. However, 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 LMC. In 2006-2007, 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)* (I.B.1-24, I.B.1-25). A number of College Assemblies were conducted 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 (III.B.2.b-1, III.B.2.b-2, III.B.2.b-3, III.B.2.b-4). 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/unit 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 program review and planning update annually, which 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 *Facilities Master Plan (2007)* (I.B.1-24) and the

Eastside Campus Master Plan Update (2010) (I.B.1-25) are ongoing and on schedule -- the projects are listed above in this Standard.

The District has purchased 17 acres of land in *The Vineyards* near the intersection of Marsh Creek Road and the Highway 4 Bypass in east Contra Costa County for the new permanent Brentwood Center to serve the local community and the increasing student demand. 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 CCCCD are collaborating closely in development of the new Brentwood Center. The District has just received voter approval for a local bond for the construction of the Center. The College community will be involved in finalizing which programs will be “housed” in the new Brentwood Center, and then all user-groups and stake-holders will participate 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 resource allocation 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(s) the resource request is aligned with. The requests are reviewed by the Shared Governance Council, which prioritizes the requests and makes recommendations to the college president, who makes the final decision in accordance with the College’s strategic plan, educational master plan, and mission based on 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 three years. These surveys also include questions about the physical plant of the College, adequacy of classrooms and labs, campus safety, parking, and aesthetics, among other criteria.

Based on the results of the 2013 student satisfaction survey, 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”, which is being addressed with the planned total replacement of the PE complex buildings.

Based on the results of the 2014 employee satisfaction survey, 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 in Standard IIIC (III.B.1.a-8).

Self Evaluation

LMC meets Standard III.B.2.b, since the College integrates physical resource planning with institutional planning. LMC effectively plans and evaluates its physical resources. The College regularly evaluates buildings and systems, both informally and as part of regular planning cycles. Institutional use of program plans and related budget requests tie expansion and development to institutional goals. Physical resource planning is integrated with institutional planning as demonstrated by the *Educational Master Plan (2006-2016)*, the *Facilities Master Plan (2007)*, the *Eastside Campus Master Plan Update (2010)*, and the *District Strategic Plan (2014-2019)* (I.B.1-24, I.B.1-25, ER-7, I.B.2-6).

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

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 ((I.A.1-14, III.B.1.a-8). 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 any program or unit to request and justify needs for funding of equipment replacement and improved physical resources. Programs, services, and administrative units surface equipment and additional facilities needs during the annual program review process and subsequently make resource allocation requests. These requests are reviewed by the President’s Cabinet and the Shared Governance Council, who make funding allocation recommendations to the president.

Actionable Improvement Plan

None.

Standard IIIB - Evidence List

ER-7	<i>LMC Educational Master Plan 2006-2016</i>
I.A.1-14	LMC Student Satisfaction Survey 2013
I.B.1-24	<i>LMC Facilities Master Plan 2007</i>
I.B.1-25	<i>LMC Eastside Campus Master Plan Update 2010</i>
I.B.2-6	<i>Contra Costa Community College District Strategic Plan 2014-2019</i>
I.B.3-5	RAP Timeline for 2014-2015 Funding
I.B.3-6	RAP Request Form 2014-2015
I.B.4-3	President Bob Kratochvil Email-RAP Update on 2013-14 Funding
I.B.4-4	RAP Update on 2013-14 Funding Memo to Campus Community 24May2013
I.B.4-5	LMC President's Email Memo Announcing Outcome of RAP Process 19Sep2013
III.B.1.a-1	Brentwood Center Lease Amendment-November 2009
III.B.1.a-2	Fifth Amendment to Lease for LMC Brentwood Center 05Sep2013
III.B.1.a-3	CCCCD Maintenance Plus-Buildings and Grounds Work Order Request System
III.B.1.a-4	Computer Labs Spreadsheet spring 2014
III.B.1.a-5	CCCCD Final Report <i>District Technology Plan</i> with Appendices fall 2013 Flex At a Glance-Sorted by Date Updated Draft 07Aug2013
III.B.1.a-6	Professional Development Workshop Enrollment spring 2014
III.B.1.a-7	LMC Employee Satisfaction Survey with comments-spring 2014
III.B.1.a-8	Staff Use of Facilities Forms for L109
III.B.1.a-9	External Facilities Use Forms-Pool, Recital Hall and Football Field
III.B.1.a-10	LMC Five-Year Facilities Scheduled Maintenance Plan 2013- 2017November 2013
III.B.1.a-11	Business Procedure 5.01, <i>Scheduled Maintenance and Special Repair Program</i>
III.B.1.a-12	
III.B.1.b-1	Slip, Trip and Fall Checklist
III.B.1.b-2	Completed Work Orders
III.B.1.b-3	Keenan Inspection Report LMC 2013
III.B.1.b-4	CUPA Report 2012-2013
III.B.1.b-5	SGC Minutes 092513
III.B.1.b-6	LMC Safety Committee Draft Charge from SGC 25Sep2013
III.B.1.b-7	Evacuation Assembly Site Areas
III.B.1.b-8	Evacuation Safety Monitor Flow Chart
III.B.1.b-9	Location of AED Machines and Personnel Trained
III.B.1.b-10	LMC Evacuation Chairs Location and Personnel Trained
III.B.1.b-11	4CD and LMC Campus Alert System Webpages Screenshot
III.B.1.b-12	Project Recycle Requirements 1505
III.B.1.b-13	LMC-4CD Access Database (ADA Transition Plan)

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- III.B.2.a-1 *Governing Board Report 8-C, 2015-2019 Five Year Capital Outlay Plan*

 - III.B.2.b-1 Opening Day Assembly spring 2013-Construction Update
 - III.B.2.b-2 College Assembly October 4 2010 Facilities Plan Update
 - III.B.2.b-3 LMC Facilities Planning Meeting 27Mar2007
 - III.B.2.b-4 LMC Facilities Planning Meeting 15Mar2007

listed in alpha-numeric order