

3B. 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.

3B1. 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.

1. Against what criteria and by what processes does the institution evaluate the safety of its facilities?

The facilities are 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 an annual basis. The review and inspect the campuses to identify problems and safety hazards, then make recommendations for correction. They return to campus at a later date to verify correction of identified items.

Additionally, the facilities are continually inspected by the Buildings and Grounds Department, college Police Services, all college managers, as well as, faculty and students. For example, Night Managers on a rotating basis survey night time campus conditions, especially lighting, and report any concerns to Buildings and Grounds. A yearly Slip, Trip, and Fall Survey is performed by the Buildings and Grounds Manager.

A safety inspection of the both the main Pittsburg campus and the Brentwood Center is also conducted by Keenan and Associates Insurance on an annual basis. They review and inspect the campus to identify problems and safety hazards, then make recommendations for correction. They return to campus at a later date to verify correction of identified items.

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. On duty Evening Managers are also tasked with identifying and reporting safety issues to Buildings and Grounds through the on-line work order system. In an ongoing effort to increase the safety of the campus, the Vice President, along with each manager assigned to a specific area, inspects each area and discusses any safety concerns related to the facilities with relevant faculty/staff. This information is shared with Buildings and Grounds Department.

Hazardous material storage and disposal is also evaluated annually by Keenan and Associates Insurance. Again problems are identified, recommendations made, and follow-up to confirm correction of identified items are done. 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 Los Medanos College's spill response measures, emergency contacts, chemical inventor, and a business plan for handling hazardous materials and waste.

In a recent survey, college employees were asked to indicate their perceptions about safety at the college facilities (Personnel Survey). **The answers to questions related to safety will be added here.**

In response to a recent survey question asking students to rate "safety on campus," 24.9% were very satisfied and 58.2% were satisfied (Annual Student Satisfaction Survey, 2013).

The Buildings and Grounds Manager and his staff members have responsibility for maintaining all physical resources on campus, as well as providing support to the Brentwood Center.

Conditions of the classrooms, labs, walkways, lighting and overall appearance are reported to the Buildings and Grounds staff for evaluation and follow-up maintenance and repairs are performed as funding and staffing allow.

In the 2013 Student Satisfaction Survey, student were asked to rate the classroom and physical environment (lighting, heating/cooling, cleanliness, comfort of seats, etc. 25.5% of students were very satisfied and 61.6% were satisfied.

2. What evidence and/or data does the institution use to determine the sufficiency of its classrooms, lecture halls, laboratories, and other facilities? What mechanisms does the college use to evaluate how effectively facilities meet the needs of programs and services?

In a recent survey, college employees were asked to indicate their perceptions about the college facilities (Personnel Survey). Survey questions asked personnel to answer not at all, slightly, moderately, and very to questions about the sufficiency of the following areas:

- Classroom facilities, size and equipment
- Maintenance of classroom equipment
- Equipment available to you to carry out teaching duties

Survey results pertaining to facilities are reviewed by Los Medanos College 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.

The annual Program Review and Resource Allocation Proposal (RAP) process provides 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. RAP Proposal

3. How well does the institution meet its facilities needs? Does the institution use the same criteria and processes for determining safety and sufficiency of facilities at off-campus sites? To what extent are off-campus sites safe and sufficient?

The college has addressed a number of facility, equipment and safety issues over the past several years, with the financial support of District funds and redevelopment agency funds. As a part of capital improvement projects, HVAC systems have been updated in Art, English, Social Science, Office of Instruction, Nursing/EMT, 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 roofing maintenance, pool maintenance, and athletic fields maintenance.

According to the Personnel and Student surveys Los Medanos College is meeting its facilities needs. In the 2013 Student Satisfaction Survey, 71% of students were satisfied or very satisfied with the “availability of spaces for individual and group study on campus.” 71.9% of students were very satisfied or satisfied with the “space on campus for relaxing or socializing between classes.” 57.7% of students were satisfied or very satisfied with the “availability of recreational opportunities and facilities on campus.” 49.6% of students were satisfied or very satisfied with the “availability of parking on campus.”

Renovation and remodeling of extensive areas of the campus has been done to provide “swing space” for departments and programs displaced by construction. Swing space is defined as the temporary relocation of departments or programs during the renovation of existing space or construction of new space to house these departments or programs. For example, Admissions and Records, Counseling, Equal Opportunity Programs and Services, Disable Students Programs and Services, Welcome Center, Student Success Center, Financial Aid, Transfer Center, President’s Office, Los Medanos College Foundation Office, and Grant Development Office are currently housed in various Swing Spaces on campus and will be moved to their new facilities upon the completion of the Student Services capital construction project scheduled for completion in Fall 2014.

The college utilizes facilities for both the Police and Fire Academies located off campus. The Police Academy is located at 340 Marina Boulevard, Pittsburg, CA 94565. The Fire

Academy is located at 2945 Treat Blvd., Concord, CA 94518. These facilities are maintained by the Contra Costa County Sheriff and Contra Costa County Fire Departments which are public agencies. These agencies are subject to the same facilities standards required by the Department of State Architect as the College.

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 consists of a minimum of a parking services officer present at each facility during all hours of operation that are open to the public.

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 Los Medanos College Administration.

4. How does the college use the results of facilities evaluations to improve them? Does the college use similar processes to assure the safety and sufficiency of its equipment?

Personnel and Student Survey results are compiled and reviewed as part of the process of updating the Facilities Master Plan. They are also reviewed, referred to, and turned into action items by the Buildings and Grounds Manager when appropriate. Typically this includes minor repairs and small scale improvements as funding and staffing allow.

In Standard 3B, equipment refers to the mechanical equipment (HVAC, Emergency Generators, boilers, pumps, etc.) used for the support of the health, comfort, education, and safety of the students and staff it does not refer to computers or other technology used in the classroom. This equipment is discussed in detail in Standard 3C.

The Contra Costa College District has developed a computerized preventive maintenance program called M-Plus. All equipment is put in the system and assigned regular scheduled maintenance to be performed by onsite maintenance staff. Scheduled inspections identify and eliminate safety concerns on a regular basis.

5. How does the institution support the equipment needs of the distance delivery modes it offers? Are institutional needs for equipment met?

Equipment needs to support distance delivery modes (computers, servers, information technology equipment, etc.), both in and outside the classroom, are prioritized in the college Technology Plan (3.24), which is updated every three to five years. See Standard 3. C. Technology Resources for a discussion.

3B 1a. 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.

1. How does the institution consider the needs of programs and services when planning its buildings?

The District Chief Facilities planner has oversight for district-wide facilities planning, scheduled maintenance allocations and contact with the State Chancellor's Office. Coordination between the campus and the district office is facilitated by the college Building and Grounds Manager, and the Campus Project Manager (part of the District Modernization Team, working with new capital building projects). The 2007 Los Medanos College Facilities Master Plan (Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (2010 Eastside Campus Master Plan Update) are used as guides for the District and campus planning process. The planning process for capital improvements includes end-user input throughout the planning and building process whenever allowed by physical conditions and restriction of existing facilities and available funding.

Two county-wide bond measures (2002 and 2006) have provided and will continue to provide the means to make significant campus improvements, including new building construction, renovations for improved classroom and lab space, upgrades in equipment, improved student access and completion of maintenance projects.

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

- Expansion of the Art Department (completed Fall 2010)
- Relocation and expansion of the Nursing and Emergency Medical Technician Programs including two simulation rooms and a mock-ambulance (completed Fall 2012)
- Relocation of Office of Instruction (completed 2009)
- Addition of three large classrooms to be used by a number of instructional programs (completed 2009)
- Addition of 3,600 square feet of space dedicated to tutoring and student leadership development. (completed 2009)
- 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 provide much needed additional parking (completed Fall 2011)
- Relocation of Computer Science Program to 2nd Floor of Core Building (completed Fall 2009)

- Creation of a mega-computer lab serving students in Computer Science, and other programs across the college (completed 2009)

Planned and Continuing Construction Projects include:

- Expansion and integration of Student Services into a “one-stop” facility (construction started Spring 2013)

In addition to new construction and remodeling projects that have been identified for the main campus, the Brentwood location has been progressively growing. In fact, the Brentwood campus received 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 space to meet programmatic needs. The original square footage of the Brentwood Center was 17,500. The first expansion included 2,692 square feet in November 2009, which added a tutoring lab, math lab, and two classrooms. The second expansion included 1,817 square feet in July 2014, which added a science lab and prep room. (Third Amendment to Lease Brentwood Education and Business Center; Fifth Amendment to Lease Brentwood Education and Business Center).

Since the last accreditation LMC has added 537 square feet for a general tutoring lab and 955 square feet for a dedicated math lab. Additionally, an existing office space (Room 62) was converted to a dedicated Student Services Resources space, which is utilized to promote all student services, including student leadership development.

Enrollments at the Brentwood Center have declined slightly due to funding constraints over the last 5 years. For example, Enrollments declined from 2,870 students in Spring 2007 to 2,243 students in Fall 2013. The course offerings have declined slightly from 116 sections in Spring 2007 to 107 in Fall 2013. 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 original plan to build a new Brentwood Center on 30 acres of donated land located on the Cowell Ranch property south of Brentwood have been changed. The parcel of land donated by the Cowell Foundation, upon further investigation and exploration, turned out to be an undesirable lot of land to develop. Large portions of the parcel are composed of steep hills that were undevelopable. Additionally, the costs associated with creating an easement, which did not exist, to provide access to the property were cost prohibitive.

Instead, 17 acres of land on Vineyards Parkway near the intersection of Marsh Creek Road and Highway 4 Bypass have been purchased and the district is pursuing funding for building the new Brentwood Center on this parcel of land. This new location is easily accessible from the freeway and serves the communities of East Antioch, Oakley, Knightsen, Byron, Discovery Bay, and Bethel Island. The City of Brentwood and CCCC continue to support the establishment of a new Brentwood Center.

2. What Processes ensure that program and service needs determine equipment replacement and maintenance?

The annual Resource Allocation Process (RAP) is used to ensure that program and service needs determine equipment replacement and maintenance.

General campus maintenance and mechanical equipment replacement is based on a priority system and an online, automated work order process which has provided 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. (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 is more efficient than going through campus mail. The on-line system also allows Buildings and Grounds to keep accurate records of current and past work order requests. Being able to keep records of past work orders allows the Buildings and Grounds staff to give higher priority to repeat issues.

Although Scheduled 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% allocated to Los Medanos College. From 2010-2012 there were no funds for scheduled maintenance. In FY 2012-13, funding amounted to \$100,000. In FY 2013-2014, 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 (Five Year Facilities Scheduled Maintenance Plan). While there is a campus plan to address maintenance projects and equipment replacement, projects are prioritized as funding allows. The District Office Facilities Planning Group has modified an existing District Board Policy to provide for future cost increases (District Board Policy 5.01).

3. How does the institution evaluate effectiveness of facilities and equipment in meeting the needs of programs and services?

The institution evaluates the effectiveness of facilities and equipment in meeting the needs of programs and services through the Resource Allocation Program process and through Personnel Surveys.

In a recent 2013 survey of personnel and students, the following were identified as areas of strength and areas for improvement. From the student perspective, the following were areas of strength, “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 “availability of parking on campus,” “availability of recreational opportunities and facilities on campus. We anticipate that the survey questions are related to adequacy of parking facilities; adequacy of classroom facilities; adequacy of exterior lighting and interior lighting; and equipment available to carry out job responsibilities from the personnel perspective will be added here.

4. How effectively does the institution use its physical resources?

From the student perspective, the institution is effectively using its physical resources. 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. This perspective of personnel from an upcoming survey will need to be added here.

3B 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.

1. How does the institution assure access to its facilities?

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 of 2009. The 4CD Access Database (4CD Access Database) has been used to guide decision making related to ADA access. A portion of the 2006 bond funding has been designated to be used for removal of all barriers to access identified in the Disabilities Act (ADA) Transition Plan. In addition to this Transition Plan, we are constantly assessing accessibility and revising/removing newly identified barriers. All new construction projects listed above in Standard III.B.1.a 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 Admissions and Records.

2. How does the institution ensure it maintains sufficient control over off-site facilities to ensure their quality?

Feedback from students and staff via the online work order system ensures that the institution maintains sufficient control over off-site facilities to ensure their quality. See above.

Self Evaluation:

The standard has been met. Los Medanos College has committed significant resources to the improvement of its existing facilities and addition of new space is planned for the very near future. The total replacement of the PE complex buildings is scheduled to start in the spring of 2014. All planning and building is done in compliance with the existing 2007 Los Medanos College Facilities Master Plan (Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (2010 Eastside Campus Master Plan Update). Results from the 2013 Student Satisfaction Survey indicate that areas of strength include, “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 scheduled total replacement of the PE complex buildings as noted above. Personnel Survey results about safety, security and sufficiency will need to be added as the survey is completed.

Actionable Improvement Plans:

None

3B2. 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.

1. What process does the institution use to assess the use of its facilities? How often does the evaluation occur?

The 2007 Facilities Master Plan for LMC is part of the college’s overall Master Plan and is guided by the goals of the 2007 Educational Master Plan prepared by Los Medanos College. The Educational Master Plan includes an environmental assessment, 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 prepared. This information served as the foundation for the development of this Facilities Master Plan which was developed by students, management, classified staff, and faculty.

The 2007 Los Medanos College Facilities Master Plan (Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (2010 Eastside Campus Master Plan Update) addressed 4 key recommendations: 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; and develop recreational facilities to welcome the community. The need for new facilities was reinforced by inadequate lecture and lab space given the continued rapid growth of LMC's service area. Based on the planning discussions, review and analysis, construction projects were prioritized and the following lists indicate completed projects, those in process, and those that remain priorities.

The college is in the process of developing a new strategic plan in conjunction with the District Office. The new strategic plan will drive the refresh of the Educational Master Plan, which will drive and inform the next update of the Facilities Master Plan.

2. How does the college use the results of the evaluation to improve facilities or equipment?

Upon completion of the Facilities Master Plan of 2007 and the 2010 Eastside Campus Master Plan Update, the college recognized the need for the following facilities improvements to be initiated. At this time, completed projects include:

- Planetarium and South Entrance to College Complex were modernized to complement the exteriors of the new Math, Science, and Library buildings (completed Fall 2012)
- Expansion of the Art Department (completed Fall 2010)
- Relocation and expansion of the Nursing and Emergency Medical Technician Programs (completed Fall 2012)
- Relocation of Office of Instruction (completed 2009)
- Addition of large classrooms to be used by a number of instructional programs (completed 2009)
- Addition of space dedicated to tutoring and student leadership development. (completed 2009)
- 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 (completed Fall 2011)
- Relocation of Computer Science Program to Core Building (completed Fall 2009)

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.

To further the implementation of the Facilities Master Plan of 2007 and the 2010 Eastside Campus Master Plan Update, the college has the following projects 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 Student 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 designated instructional space. The Facilities Master Plan outlines additional projects and buildings that will take place once funding is secured for these projects.
- Relocation, expansion, and modernization of Physical Education Facilities (Intended Ground Breaking Spring 2014)

Future Priority Projects as stated in the 2010 Eastside Campus Master Plan Update (2010 Eastside Campus Master Plan Update) include:

- Future Performing Arts Center
- Student Activities Center
- New Tennis Courts
- Traffic Circulation and Parking improvements

The District’s next attempt to secure local funding will occur in June 2014 through a countywide facilities bond measure. Pending the passage of this bond measure, LMC college will then pursue continued renovations of the College Complex and the creation of a new Student Activities Center. Additional funding for the Student Activities Center is collected each semester from students in the form of a Student Activity Fee. The Associated Students voted in 2002 to begin collecting a fee of one dollar (\$1) per credit hour up to a maximum of \$10 per academic year as a continuing fee as needed for construction, continued maintenance, renovation of a student union building. The fee began being collected in Summer of 2003.

3B 2a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

- 1. What process does the institution follow to develop capital plans? How are long-range capital projects linked to institutional planning?**

Capital plans are developed according to the Facilities Master Plan of 2007 and the 2010 Eastside Campus Master Plan Update which are tied to the 2007 Educational Master Plan prepared by Los Medanos College.

2. What elements comprise the definition of “total cost of ownership” that the institution uses when making decisions about facilities and equipment?

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). 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.

3. How do planning processes ensure that capital projects support college goals? How effective is long-range capital planning in advancing the college improvement goals?

The 2007 Educational Master Plan set college goals that are reflected in the 2007 Facilities Master Plan. In response to the Existing Campus Zoning Analysis of the 2007 Facilities Master Plan (Facilities Master Plan of 2007) multiple offices were relocated or construction is currently underway to move these offices and programs to new locations.

For example, the Office of Instruction was moved to newly renovated space in the Core Building in Fall of 2009 and the Art Program has been moved from its inappropriate location at the main college entry to its newly renovated space in the college complex. All of the Student Services Programs like counseling, admissions, financial aid, DSPS, and Assessment will be moved into a centralized area that is currently undergoing construction. It is slated for completion in December of 2014.

Personnel and Student surveys indicate that the ongoing construction of new facilities and renovation of others supports the college goals as laid out in the 2007 Educational Master Plan. For example, in the 2013 Student Satisfaction Survey, students rated the “classroom and physical environment” as satisfactory (61.6%) or very satisfactory (25.5%). Our current planning for the total replacement of the Physical Education buildings is also supported by the needs outlined in the 2013 Student Satisfaction Survey which indicates that the “availability of recreational opportunities and facilities on campus” is less than sufficient. Only 15.9% of students rated the availability as very satisfactory and only 42.7% rated the availability satisfactory. [Add Personnel Survey results here.](#)

3B 2b. 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.

During 2006-07, with the facilitation of a district-employed architectural firm, a college team of faculty, staff, students, and managers engaged in the development of an updated Facilities Master Plan (Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (2010 Eastside Campus Master Plan Update). The plans include a detailed site plan that addresses construction and remodeling priorities for the next 10 years, based on review and analysis of:

Planning priorities identified in the updated College Educational Master Plan;

- a. Program Review documents;
- b. Enrollment trends by TOPS code/discipline;
- c. Weekly Student Contact Hours/Full Time Equivalent Faculty by division (WSCH/FTEF)
- d. Lecture and Laboratory WSCH by division.

1. How does the institution ensure that facilities decisions are developed from program review results, institutional needs, and plans for improvement?

Physical resource needs are 1) identified based on enrollment trends, 2) are discussed in specific department meetings and general department chair meetings, and 3) integrated with institutional planning via the 2007 Educational Master Plan, the Facilities Master Plan of 2007 and the 2010 Eastside Campus Master Plan Update. Representatives of departments that have been identified for expansion or relocation have the opportunity to meet with the campus architects to discuss facility planning options.

In addition to departmental discussions, physical resource needs are addressed in the program review process. On an annual basis, all college programs are required to undergo a thorough review and analysis of program effectiveness, including consideration of how the facility and equipment needs may impact the success of the program and student learning. Information from the program review process is factored into the goals and planning described in the Educational Master Plan and this information, in turn, is used to update the Facilities Master Plan. For all of these processes, participation in the development of the plans is not only an option, but is highly encouraged. A number of college wide assemblies have also been scheduled to broaden the dialogue about modernization and other facility projects. Representatives from the designated architectural firm have facilitated campus discussions, presenting detailed visuals of proposed facility projects (Evidence of Assemblies).

2. What evidence is there that the institution bases its physical resource decisions on the results of evaluation of program and service needs? How does the institution prioritize needs when making decisions about equipment purchases?

Construction projects to meet the goals of modernization and expansion of the Main Campus as detailed in the 2007 Facilities Master Plan (Facilities Master Plan of 2007) and the 2010 Eastside Campus Master Plan Update (2010 Eastside Campus Master Plan Update) are ongoing and on schedule. See above lists of completed and in progress construction projects.

The annual Program Review and Resource Allocation Programs continue to allow all interested parties to request and justify needs for funding of equipment replacements and physical resources. These requests are reviewed by the Shared Governance Council and decisions are made according to the college and district wide Strategic Plans as funding allows.

The opportunity to replace instructional equipment is addressed through the Resource Allocation Program (RAP) which is tied to the Annual Program Review done by each department. The funding sources for the allocations include Block Grant funds and Perkins IV funds. In addition, donations of equipment and monies to the Los Medanos College Foundation for specific programs such as Electrical and Instrumentation Technology, Process Technology, and Nursing are also used to purchase and maintain equipment. During the allocation request process, each department completes a Program Improvement or Program Maintenance request form (RAP Proposal Form) detailing the need for the replacement of equipment and the impact on the program if the equipment is not replaced including how this request fits within the college and district wide Strategic Plans.

The institution 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. After input from the Shared Governance Committee, final decisions are made and funding is awarded.

3. How does the institution determine that physical resource needs in program and service areas are met effectively? How effectively are those needs met?

The institution determines that physical resource needs in program and service areas are met effectively through the use of Personnel and Student Satisfaction Surveys.

Based on the results of the latest Personnel and Student Satisfaction Surveys, the institution is effectively meeting or has in place a plan to effectively meet the physical resource needs of the campus community. For example, results from the 2013 Student Satisfaction Survey indicate that areas of strength include, “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 scheduled total replacement of the PE complex buildings. Personnel Survey results about safety, security and sufficiency will need to be added as the survey is completed.

Self Evaluation:

The standard has been met. The feasibility and effectiveness of physical resources in supporting institutional programs and services has been evaluated and found to be sufficient according to the results of the Personnel and Student Satisfaction Surveys.

The annual Program Review and Resource Allocation Programs continue to allow all interested parties to request and justify needs for funding of equipment replacements and physical resources into the future.

Actionable Improvement Plans:

None