

## Standard III.B. Physical Resources

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*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.*

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*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.*

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### Descriptive Summary

SBVC provides safe and sufficient physical resources that support and ensure the integrity and quality of its programs and services at all locations. The progress and accomplishment of the Measure P and M bond reconstruction programs over the previous ten years; the activities and accomplishments of the FSC and M&O programs in collaboration with the collegial consultation process at SBVC provide a standing testament to this.

SBVC originally consisted of 28 buildings on 87 acres. Construction began in 1926 with buildings being added over the next 51 years. Four years after the 1992 Landers and Big Bear earthquakes damaged the old library, SBVC began investigations to determine the vulnerability of the campus to future seismic activity. Geological studies revealed that the San Jacinto fault ran diagonally through the center of the campus. Additionally, a folding zone on the northern side of the fault was discovered that would cause uneven changes in elevation during a seismic event. It was determined that nine of the existing 28 buildings on campus would have to be demolished and replaced because of their locations straddling the fault and folding zones.

SBCCD passed a \$190 million general obligation bond (Measure P) for capital improvements and applied for FEMA funding to reconstruct the campus around the fault, and simultaneously plan and build to a new long-range FMP. All of the buildings on the fault were demolished and reconstructed to the new FMP (7.1).

SBVC participated in the planning of all projects through user groups and with core or key committees at the College. Planning extensively with FEMA officials, SBCCD and SBVC personnel helped to prepare and guide the campus through various transition periods while buildings were being constructed and offices relocated.

In 2008, Measure M, a \$500 million general obligation bond was passed for continued implementation of the FMP (7.1). SBVC has pursued continuous planning, design, and construction, as the Measure P program sunsets, and Measure M projects continue on with planned completion in 2016. With the decline in assessed valuation of the local property values (AV), \$242 million in bonds sales could not occur, so SBVC reprioritized projects to be completed. The priorities include the gymnasium sports complex, the auditorium, campuswide ADA renovations and signage, limited renovations on the CTE building and the central plant for air conditioning, among other smaller miscellaneous projects. Two

multilevel parking structures, and the reconstruction of the CTE facility were put on hold (7.2).

The \$500 million Measure M bond authorization from the voters remains in effect, and SBCCD, working with bond finance consultants, maintains a watchful eye on the AV for potential future sales and capital to complete the vision of the FMP (7.1).

These major reconstruction programs were undertaken both for safety, and to modernize the campus to ensure that the requirements of a robust and evolving educational program are met.

SBVC strives to provide a safe environment for students, faculty, staff, and the community, starting with planning and the initial construction, followed by quality ongoing M&O programs. First, the California Building Code, enforced through plan review and construction inspections by the California Division of the State Architect (DSA) ensures that the most stringent safety standards in the nation are met for new construction projects, lending special attention to seismic and fire safety. Once facilities are put into operation, safety criteria as assigned by the Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), California Environmental Protection Agency (CEPA), Department of Toxic Substance Control (DTSC), Department of Pesticide Regulation (DPR), Certified Unified Program Agency (CUPA), as well as numerous other regulatory agencies are maintained through board policies and administrative procedures. These are pursued and enforced through the vigilant attention, collaboration, and work of numerous committees, programs, and entities of SBVC and SBCCD including:

- SBVC Facilities and Safety Committee
- SBVC Administrative Services
- SBVC Maintenance and Operations Department
- SBCCD Office of Environmental Health and Safety
- SBCCD Office of Emergency Preparedness (District Police)
- SBCCD District Police Department
- SBCCD Safety Committee

The FSC (7.3) is a collegial consultation committee reporting to the College Council; it meets monthly. Membership is a cross-section of campus constituencies including School Police and Emergency Preparedness, DSP&S, EHS, faculty, staff, and students. The meetings are open for all to attend. Each year, the FSC (7.3) undertakes projects on campus that are identified by various input. Recent projects included purchase and installation of automatic external defibrillators across campus, review and installation of designated smoking areas, and purchase and installation of additional bicycle racks. Each month, urgent and/or emerging safety issues are heard by the committee as part of a standing agenda. These issues are followed up and progress or resolution is reported at subsequent meetings (7.4, 7.5, 7.6).

Administrative Services is the hub for campus operations and safety, and provides management and/or coordination of facilities and safety-related activities on campus, is

responsible for most regulatory compliance, and is a liaison to regulatory agencies governing the various aspects of facilities and safety on campus (7.7).

The M&O Department operating under the supervision of the VPAS, responds to immediate safety concerns by correcting the problem or making the area/condition safe until it can be corrected. Less urgent needs are processed and corrected using the *Maintenance Connection* work order software system. The system is an on-line program that lets M&O receive customer input/requests directly. M&O strives to maintain the facilities and grounds operational/functional, clean, safe, and sufficient for the delivery of educational programs. M&O comprises the Maintenance, Grounds, and Custodial programs (7.8, 7.9, 7.10).

Immediate safety concerns are not initially received by the work order system, but are received by telephone or campus VHF radio, and responded to immediately. Administrative Services dispatches the task to the appropriate program for correction.

The Custodial Department staff, literally in every space daily, report safety and/or maintenance-related issues via a new procedure implemented in 2013. Each custodian now carries “work order request” forms, and as each space is entered for cleaning, it is quickly inspected by the custodian and any issues, from burnt out light bulbs, broken electrical switch covers, water leaks, to slip or egress hazards, are reported and submitted to the custodial supervisor. The supervisor in turn assigns the tasks as appropriate to custodians, or enters into the work order system for assignment to Maintenance. The corrections are made and work orders are closed out as complete. The Maintenance and Grounds staff also carry these work order request forms and submit regularly as they spot safety or maintenance issues on campus. This procedure was introduced to bring the department into a proactive mode (vs. reactive, relying on the customer to report problems), especially where safety is concerned, and to use all resources available to proactively identify, document, and correct (7.11).

The District EHS (7.12) is responsible for development, oversight, and management of environmental health and safety programs that protect the environment, provide safe and healthy conditions for work and study, and provide compliance with applicable local, state, and federal regulations. EHS provides safety program development, educational programs, technical assistance, and health and safety services to the SBVC communities and SBCCD offices.

EHS also functions as a consultant to the chancellor, presidents, deans, directors, and heads of academic and administrative units in addition to staff members and students in all aspects of environmental health and safety. EHS provides health and safety investigations as necessary and is based out of the District office.

In collaboration with SBVC Administration, the following programs are regularly updated and implemented:

Illness and Injury Prevention Program (7.13)

Asbestos Operations and Maintenance Program (7.14)

Chemical Hygiene Program (7.15)

Confined Space Entry Program (7.16)  
Transportation Safety Program (7.17)  
Exposure Control Program for Blood borne Pathogens (7.18)  
Fire and Life Safety (7.19)  
Food and Sanitation Safety in development  
Hazard Communications Plan (7.20)  
Heat Illness Program (7.21)  
Lockout/Tag out Program (7.22)  
Hazardous Waste Management Program (7.23)  
Respiratory Protection Program (7.24)  
Spill Prevention Control and Countermeasure Program (7.25)  
Safety Training Program (7.26)

EHS also manages the Keenan Safe Colleges on-line safety training program that SBCCD subscribes to on behalf of the colleges. Certain safety training is mandatory for all employees, and varies depending on the position and scope of responsibility (7.12).

EHS maintains a website and makes available for download, a tremendous resource of reports, regulatory agency contacts, regular newsletters that are distributed districtwide, safety committee agendas and minutes, as well as the current programs and plans enumerated above (7.27).

The newly created OEP is responsible for the emergency preparedness of both colleges as well as the SBCCD central offices. The office is staffed by an emergency preparedness manager, and operates under the supervision of the chief of District Police. Administrative Services coordinates earthquake and evacuation drills, evacuation maps, and emergency preparedness training, tools/equipment, and supply cache inventories with OEP. The OEP develops and maintains the Emergency Operations Plan for the SBCCD (7.27, 7.28, 7.29).

The District Police, in concert with the Board of Trustees, are committed to providing a safe and secure learning and working environment for all students and employees. This is accomplished through a cooperative and coordinated effort involving all departments and the SBCCD employees, law enforcement agencies, and the community (7.30)

It is a policy of the Board of Trustees for the SBCCD to protect members of the entire SBVC community and the property of the District. In accordance with this policy, the SBCCD maintains a police department 24 hours a day, seven days a week. The officers are sworn and duly commissioned police officers of the state of California as defined in Section 830.32 of the Penal Code and 72330 of the California Education Code, and authority extends to anywhere within the state.

The District Police Department provides training on request for numerous safety and security related topics including the following:

Dealing with Irate/Difficult People  
Sexual Assault Awareness

Campus Safety Awareness  
Active Shooter Training  
New Student Safety Awareness Orientation

The department publishes and distributes a monthly report called *Police Beat*, which provides information on calls for service and disposition, as well as the annual campus security report. The District Police Department is located on the SBVC campus in the Campus Center Building, and coordinates closely with Administrative Services (7.31).

The SBCCD Safety Committee meets quarterly at the district office, and provides for communication, coordination, and consistency of safety programs, training, issues, and response on a districtwide basis. The committee comprises a contingent from each campus safety committee including the District Office and District Police.

SBCCD and SBVC are members of SWACC, a JPA pool for excess insurance coverage, and Keenan is the third-party administrator. Keenan conducts annual campuswide safety and insurance (risk management) inspections with follow-up reporting on corrections and compliance (7.32).

SBVC annually solicits and receives feedback regarding the sufficiency of facilities on campus and safety/security from students, faculty, and staff, and uses these data to make improvements. For example, safety concerns surfaced regarding the CTE building. SBVC responded by immediately hiring a consultant team (LPA Architects) to review the concerns and expand the study to any other code and safety issues that could be identified. The results of this study were followed by an engineering study to develop scope of work and costs so the most significant concerns could be addressed by the Measure M bond program. This project is in design and plan development as of this writing, and has been added as an urgent project to the Measure M program (7.33, 7.34, 7.35).

### **Self-Evaluation**

SBVC provides sufficient physical resources as demonstrated by the two consecutive building and reconstruction programs and the process used for master planning and design. While addressing seismic safety concerns, SBVC removed facilities built in the 1930s through the 1960s, and designed and constructed new facilities that meet the demanding programmatic requirements of a 21st century institution of higher education. Although state of the art, upon move in and as use of the new buildings began, concerns about sound mitigation, ventilation, HVAC, and leaks were identified and documented. These matters were addressed by the contractors, vendors, or SBVC staff (7.36).

As demonstrated by the numerous committees and programs in operation that are committed to safety, both at the SBCCD and SBVC level, SBVC does provide safe and sufficient physical resources and meets this goal. Additional regulation by governing agencies, and acted upon by the committees and programs charged with safety, however, continues to increasingly encroach on the general fund budget and productivity of the management and staff. Few positions are *dedicated* to safety, and there is increasing demand on management

in general—significantly affecting management’s ability to complete its mission. A first step to improve was creating EHS and hiring a manager to perform the duties previously discussed. As regulation increased and/or SBCCD realized emergency preparedness was not sufficient, an emergency preparedness manager was hired. While these positions provide coordination and oversight, they are not the *doers* of safety. The responsibility of implementing the many plans and programs resides with the SBVC management and staff. In recent years of budget cuts, many positions have been lost and with “safety first,” there are fewer to share the tremendous safety workload that continues to grow. A slow hiring process exacerbated by an understaffed Human Resources Department allows for vacancies to remain unfilled for unreasonable timeframes. An improvement in this process will undoubtedly improve SBVC’s ability to keep safety first.

In the SBVC Campus Climate Survey 2011, Question 4n, 74.6 percent of students *agreed* or *strongly agreed* that they felt safe and secure on the SBVC campus. In 2012, this increased to 78.1 percent, but in 2013 this dropped to 52.2 percent. During this year, there was a spree of robberies and assaults off campus in the surrounding community, some of these against students. SBVC responded immediately with contracting additional security to provide a police presence at the perimeter of the campus, as well as bolstering District Police staffing on the campus. The SBVC president held a security forum for the campus community in the auditorium during this difficult time, with speakers from San Bernardino Police Department, District Police, and SBVC Administration. There was a lengthy Q&A session regarding how the SBCCD and SBVC were responding to the surrounding crime. College follow-up on concerns include the addition of perimeter lighting along Esperanza and K Streets, select interior campus locations, and the CTE transportation building across Grant Street; addition of security cameras in key areas across campus; and a communication system for deaf staff, faculty, and students to contact District police (7.37).

### **Actionable Improvement Plan**

1. SBVC will review and modify as required the safety components and responsibilities of various position descriptions.
2. SBVC will implement a more efficient and effective process for filling vacant positions.

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

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### **Descriptive Summary**

The majority of facilities on campus have been constructed within the recent 10 years. All were constructed to California Building Code, and were reviewed and inspected by the DSA.

Sufficiency of the new facilities to meet the needs of SBVC programs is accomplished through the planning process for each building, which includes input from “user groups,” representative of constituencies and programs using the facility. The facilities are then designed and constructed to specifications set forth in these user group meetings. For example, meeting minutes of auditorium, gymnasium, and CTE user groups indicate that these facilities were designed with input from faculty, management, and staff using the facility as well as M&O personnel and District Police. This results in a facility that, to the greatest extent possible satisfies the programmatic requirements within code, master plan, schedule, and budgetary constraints. M&O personnel review the materials and spaces for long-lasting and maintainable components and systems, the potential to maintain a safe and effective facility, as well as low operational and lifecycle costs. District Police review the facility from a perspective of maintaining safety and security, reviewing spaces and areas, lighting, and physical and electronic security systems (7.38, 7.39, 7.40).

All of the newly constructed facilities went through the CCCCCO review and approval process to ensure that the facilities and their educational and noneducational spaces meet CCCCCO requirements.

The SBCCD Board of Trustees maintains board policies and administrative procedures 6500 through 6930, which cover safety, construction, and maintenance of districtwide facilities (7.41).

On the operations side, the FSC (7.3) holds monthly open meetings representing a cross-section of constituencies across campus. The FSC (7.3) hears issues regarding safety and sufficiency of facilities (7.42).

The Program Review Committee hears and reviews program needs assessment requests (7.43) related to facilities, and forwards this list to the FSC (7.3) annually for prioritization and potential funding and implementation. A new process to fund urgent and emerging needs was started in 2014 and provides a procedure for constituencies to present requests for facilities modifications to the College Council for funding. The criteria used for prioritization of facilities requests are (1) urgent safety; (2) urgent facilities deterioration, urgent program impact, or lessor safety; (3) lessor facilities deterioration or program impact; and (d) program or facilities improvement (7.44, 7.45).

SBVC maintains a scheduled maintenance plan with the CCCCCO. Work may be deferred depending upon urgency and funding available (7.46).

### **Self-Evaluation**

The institution meets the standard. During much of the Measure P and the beginning of the Measure M bond program, while faculty and staff user groups were consulted, M&O and District Police were not a significant part of the planning and design process, resulting in some inadequate, unmaintainable systems. SBVC has since included these important constituencies charged with maintenance, care, and safety/security of the facility in the planning and design process.



General design standards, which addressed such things as campus preferences for architectural style and paint, ADA requirements, sustainability standards, efficiency measures and acoustics, were not in place for building systems during Measure P and the beginning of the Measure M building program. Working with the SBCCD general design standards were established for SBVC in 2012; these standards are incorporated in the designs of the gymnasium, auditorium, and CTE projects (7.47).

More efficient use of campus facilities accomplished with less staff time is a goal that may be facilitated with the deployment of Resource 25 facilities scheduling software. Many classes, especially on weekends when use of the entire campus is not required, can be consolidated into a single or several buildings, thereby saving significant utility costs and custodial resources.

### **Actionable Improvement Plan**

None.

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*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.*

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### **Descriptive Summary**

The M&O is a prime mover where the clean, safe, comfortable, and maintained educational environment is concerned. This department repairs and maintains facility systems and responds to work orders submitted online.

Contracted services are arranged through Administrative Services and are typically managed by M&O. The Custodial Department is responsible for maintaining a clean, sanitary, and aesthetically pleasing environment. SBVC is cleaned nightly by a crew of 18 custodians including three lead custodians. The day shift is staffed by three custodians who have some building cleaning assignments, but their primary duties involve setups for special events, callouts for special cleanups or assistance, and a continuous route of maintaining restrooms in a well-stocked and clean state.

The Grounds Department maintains the campus grounds, including daily trash and litter collection; maintenance of grass, shrubbery, and trees; irrigation control and maintenance, as well as assistance to the Athletics Department in maintaining competition-level sports fields.

With *customer service* as a prime focus for the 2013-2014 school year, a new procedure was implemented to improve the communications between M&O and Grounds and the customer. A concern voiced repeatedly from campus constituencies is that once work orders are input and submitted to the system, the customer usually has little or no contact with the M&O and Grounds Departments as to if or when the work order might be completed or the status. All M&O and Grounds employees now have personal calling cards to inform the customer



(person who is indicated as the contact on the work order) of the disposition of the job or repair. The supervisor or assigned technician now contacts the customer directly within 48 hours of receiving the work order, clarifies the issue, provides an estimated timeline for accomplishment, provides ongoing status updates if the job is prolonged, and checks with the customer when the job is complete to determine satisfaction and agreement prior to the job being closed out. The supervisor also contacts customers on a random spot check to ensure satisfaction of service. Many times the customer is not available when the technician arrives, so the calling card is left with job status and contact information. This process connects the maintenance technician to the job and the customer, and facilitates pride of ownership of the job and accountability to the customer (7.48).

Off-site facilities such as the Big Bear High School District and the SBCS Devore Facility are maintained through contracts with these entities. The school district facilities are subject to the same stringent codes and regulations that SBVC campus is subject to. The SBCS and school district are responsible for maintenance and upkeep of their facilities (7.49).

College facilities are scheduled each semester with highest priority given to the instructional programs. This scheduling is accomplished in the office of the VPI. This schedule is then loaded into the facility scheduling software, and Administrative Services schedules all other facilities use via the facilities use application process for both in-house and community use applications. Community applications are processed pursuant to BP6700 and the California Civic Center Act. The SBVC campus is running a pilot program with Resource 25 facility scheduling software capable of increasing efficiency of facility use and scheduling (7.50, 7.51).

### **Self-Evaluation**

The institution meets the standard. The work order process is being used only to track open work orders. It is not being used as a maintenance management system. SBVC needs to move in this direction to effectively manage human and financial resources. While budgets were not in place for equipment replacement during the last five years, the Budget Committee and the College Council are now releasing one-time funds with the president's approval, for the replacement of equipment (7.52). This is according to the program review needs prioritization process (7.43), or the urgent and emerging needs process (7.53). As of April 2014, \$1.6 million had been released (7.54). Funds are now being budgeted in the developmental budget process for ongoing and routine replacement of instructional and operational equipment.

Contractual agreements between SBVC and host institutions, such as Big Bear High School, William McKinley Elementary, Redlands USD, and Stater Bros., ensure that host facilities are maintained according to state and federal standards. All students have access to campus services, for instance, online counseling, online tutoring, electronic library resources, chat reference, and online writing lab. Counseling and assessment are provided on regularly schedule at Big Bear High School (7.49).

## Actionable Improvement Plan

None.

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*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.*

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

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### Descriptive Summary

Discussions regarding the needs of programs and services occur at all levels on the campus. In the collegewide program review process (7.43), the prioritized equipment needs from each division are considered, evaluated, and prioritized with reference to each other. The Technology Committee receives a list of needs through the program review process, and prioritizes the list before forwarding it to the College Council for consideration. The committee also relies on its planning processes and multiyear technology plan to guide the prioritization process and support state-of-the art technology on the campus (7.55). Likewise the facilities submitted through needs assessment are pooled into an unranked aggregate and submitted to the FSC (7.3) for prioritization (7.56).

The final list of prioritized needs is sent to the College Council. The council reviews the priorities in all of the program review categories, including equipment and facilities requests in concert with the budget and funding information provided by the Budget Committee and makes a recommendation for the president's approval. The president conveys the information to other collegial consultation committees such as the Academic Senate (7.44, 7.45).

User groups connected to the new buildings have had considerable voice in making sure the new classrooms and/or labs are conducive to student learning. With wide participation on committees and dialogue, groups generally reach consensus on key issues. Due to the escalation of costs since the reconstruction of the greater part of the campus, needs often outstrip resources, which results in difficult decisions and accordingly SBVC has become vigilant regarding recommended materials and products based on performance, life-cycle costs, energy use, and minimizing inventory.

A first step was the development of SBVC standards for materials and building systems in 2012. There was a joint effort of the SBCCD Facilities Department, the Measure M program management firm, Kitchell Brj, and SBVC's Administrative Services and M&O. This effort resulted in College-approved standards that were published and incorporated into projects that were in design, including the gymnasium, auditorium, and CTE renovation projects. The effect will be standardized installations, less inventory required for multiple types of equipment, and increased consistency of equipment and systems across the campus.

Maintenance staff can become more knowledgeable on a limited variety of equipment and systems, and less reliable/maintainable equipment and building systems can be excluded from the facility construction (7.47).

Efficient use of facilities space is an area of facilities management currently under review. A pilot program with Resource 25 facilities scheduling software is underway. The software is used to evaluate the use of SBVC facilities, providing reports of underutilized spaces, highest use spaces, and recommendations for class consolidation to mitigate utility and operational costs.

“Total cost of ownership” was first addressed through comprehensive lifecycle cost studies for buildings in design. This was undertaken late in the program and is currently underway. ARUP Engineering was commissioned to provide the study and report on total cost of ownership for all new buildings being constructed as well as the business building renovation, and the central plant project, both completed in 2013 (7.57).

A building and facility systems commissioning process was introduced to the construction program in 2012. While DSA field inspectors reviewed the installations for compliance with plans and specifications, little was known about the full cycle operation of these systems until SBVC had used them for a period of time, often discovering operational problems long after the contractor warranty or guarantee had expired. A third-party engineering firm (ARUP) was hired for this program to review and test systems with the full participation and cooperation of the design and construction team. The commissioning process calls for an engineering firm to run the various systems through the full operational spectrum to ensure it is operating as intended, observing such factors as energy use, reliability of correct operation, noise and vibration, automatic operation and control programming, performance of mechanisms, safety, and many other factors. Heating ventilation and air conditioning systems are a prime target for this commissioning. The intended result is proactive and early identification of system problems is brought on by errors in design by the design architect or engineer or contractor fabrication and installation problems. SBVC can then enforce correction of these errors prior to final payment to the professional design team or contractor (7.58, 7.59).

Another area where cost of ownership became important is landscaping. The “glade” is the area running generally north to south in the middle of campus that represents the fault line. Buildings have been replaced by acres of grass. While the upfront costs are relatively inexpensive, the total cost of ownership is tremendous due to the following factors:

- High maintenance requirements including continual mowing, demanding high use of grounds labor, fertilizer, and equipment maintenance costs.
- High water use.

The board approved a districtwide sustainability policy and plan in January of 2012 that addresses, among other factors, a minimum of a Silver rating in the LEED sustainable building rating system. The installation of sustainable landscape is a key component of the LEED Silver rating. Accordingly, new construction is embracing low-water, drought-

tolerant landscape designs and installation. The Business building landscape was modified from a grass design during construction. The gymnasium landscape project is in the process of “re-design” as of this writing. The project is following guiding principles developed by the design team: drought tolerant/low water, low maintenance, diversity in plant life—local species, attractive to birds and local wildlife, attractive to the campus and local community, interactive/interpretive for the campus and local community, provide for outdoor classroom activities, provide water features and art. The Biology and Art Departments were folded into the design team to recreate the landscape design for this project, which will result in significantly reduced water usage and fewer labor and equipment hours per acre as compared with a grass installation. It will bring some *country* and solace into this very urban community college campus for all to enjoy, as well as enhance the educational program by providing outdoor lab and teaching/learning areas (7.60, 7.61).

### **Self-Evaluation**

The institution meets the standard. SBVC does plan and evaluate the use of its physical resources for effectiveness, and has long-range plans to meet improvement goals that consider total cost of ownership. This is accomplished by the various committees and facilities user groups as described. Funding the program, however, has been impeded by the economy—not being able to sell all of the bonds authorized by the voters for construction, and not being able to implement short-term goals due to severely reduced revenues from the state.

Many critical components were not put into place until the Measure M bond program was well underway, such as total cost of ownership evaluations, commissioning, SBVC standards, and the sustainability program.

### **Actionable Improvement Plan**

1. SBVC will utilize information and enhanced data from cost analyses, reports, and new software for more effective use of resources and for long-range planning, staffing, and budget forecasting.

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***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.***

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### **Descriptive Summary**

Given the extent and magnitude of the reconstruction program, replacing nearly every building on campus, an FMP (7.1) was necessary to guide the program. Steinberg Architects was commissioned to facilitate the process and develop the plan. The FMP (7.1) was developed in coordination with and informed by the SBVC Strategic Plan. Building upon the College’s mission statement, SBVC defined an overall guiding principle and six strategic planning themes to address the institutional goals. To support these, five planning principles

were developed through a series of workshops with the master plan core committee and an expanded core committee. The planning principles are the physical embodiment of the Strategic Plan goals and serve as a guide to the evolution of the FMP (7.1, 7.62, 7.63).

The first volume of the FMP (7.1) describes the comprehensive plan developed to address the maximum build-out of the campus on its 87 acres. The plan reconciles SBVC's facility needs with the San Jacinto fault that dominates the physical future of the campus. Volume 2 addresses the master program, building locations and phasing, and campus infrastructure. Volume 3 provides guidelines for the future implementation of the master plan. Volume 4 documents the existing conditions and provides a baseline for the building and infrastructure condition. The FMP (7.1) was updated in 2012 and is available on the SBCCD website.

SBVC's FMP (7.1) assesses the College's physical resource use (via space utilization and space inventory information) and places it within the context of anticipated future student demographic growth. The mission statement of SBVC and the strategic initiatives (7.68) are integrated into the future planning identified in the FMP (7.1).

Although these documents illustrate the path SBVC will take in the future, the current state of SBVC is informed by the reports received through the Program Review Committee and the FSC activities. These committees serve as the primary conduits of information on the current state of SBVC's physical resources. The Program Review Committee serves as the vehicle to identify instructional needs of SBVC relative to its physical resources. The FSC serves to receive more general information about SBVC's physical resources through representation from DSP&S, District Police, Student Services, Counseling, M&O, and various staff, faculty, and students. Physical resource issues that require short-term action are received by this committee, as are physical resource items that fall under the umbrella of long-term planning through program review processes.

### **Self-Evaluation**

The institution meets the standard. The FMP (7.1) document and process articulates long-range planning and SBVC improvement goals over several "planning horizons" as indicated in the document. Much has been constructed as of this writing; however, securing additional funding through local and state bonds in the current economy is a substantial hindrance in moving the plan through to fruition. Replacement of buildings constructed in the 1960s, as well as providing desperately needed additional parking for SBVC is dependent on additional bond sales.

SBVC maintains a solid, successful, and well-documented process for determining short-term facilities and equipment needs, allowing for input and shared decision making among all constituencies. As stated elsewhere in this document, the state budget woes since 2008 have severely restricted SBVC's ability to implement these priorities. Accordingly, SBVC has significant unmet physical resource needs, as only the most urgent needs have been considered. If the economy continues to grow and SBVC captures additional revenue to meet the demand, the backlog of need can be reduced. This will be accomplished through the program review, FSC, and College Council processes.

## Actionable Improvement Plan

1. SBVC will utilize information and enhanced data from cost analyses, reports, and new software for more effective use of resources and for long-range planning, staffing, and budget forecasting.



## **Evidence—Physical Resources**

- 7.1 Facilities Master Plan
- 7.2 Measure M Prioritization (Look for PPT Also)
- 7.3 Facilities and Safety Committee
- 7.4 Facilities and Safety Committee Charge and Membership
- 7.5 Automated External Defibrillator Information and Locations—SBVC
- 7.6 Evacuation Automated External Defibrillator and Smoking 2013-2014
- 7.7 Organizational Chart Administrative Services
- 7.8 Maintenance Connection Work Order System
- 7.9 Maintenance Connection Input Form Screen
- 7.10 Maintenance Connection Website
- 7.11 Representative Samples—Work Order Requests
- 7.12 Environmental Health and Safety Website
- 7.13 Illness and Injury Prevention Program
- 7.14 Asbestos Operations and Maintenance Program
- 7.15 Chemical Hygiene Program
- 7.16 Confined Space Entry Program
- 7.17 Transportation Safety Program
- 7.18 Exposure Control Program for Blood Borne Pathogens
- 7.19 Fire and Life Safety
- 7.20 Hazard Communications Plan
- 7.21 Heat Illness Program
- 7.22 Lockout/Tag Out Program
- 7.23 Hazardous Waste Management Program
- 7.24 Respiratory Protection Program
- 7.25 Spill Prevention Control and Countermeasure Program
- 7.26 Safety Training Program
- 7.27 SBCCD Office of Emergency Preparedness
- 7.28 Emergency Operations Plan
- 7.29 Great Shake Out and Evacuation Planning
- 7.30 District Police Website
- 7.31 Police Beat
- 7.32 Statewide Association of Community Colleges Inspection Sample
- 7.33 LPA Career Technology Education Building Assessment
- 7.34 HMC P2S Career Technology Education Project Engineering Document
- 7.35 HMC P2S Career Technology Education Project Planning Document
- 7.36 Representative Samples—Construction Repair
- 7.37 Campus Climate Survey: Students
- 7.38 Auditorium User Group Meeting
- 7.39 Career Technology Education User Group Meeting
- 7.40 Gym User Group Sample
- 7.41 Board Policies and Administrative Procedures
- 7.42 Facilities and Safety Committee Meeting Minutes
- 7.43 Program Review Website
- 7.44 Program Review Needs Assessment Prioritization List
- 7.45 Needs Assessment Funding College Council



- 7.46 Scheduled Maintenance Plan
- 7.47 General Design Standards
- 7.48 Customer Service Calling Cards
- 7.49 Memoranda of Understanding with Host Sites
- 7.50 Resource 25 Sample
- 7.51 SP Utilization
- 7.52 Representative Samples
- 7.53 Request for Funding
- 7.54 SBVC Fund Balance Report April 16, 2014
- 7.55 Representative Samples
- 7.56 Representative Samples
- 7.57 Total Cost of Ownership Sample Report
- 7.58 Commissioning Sample Business Building
- 7.59 Lifecycle Cost Planning
- 7.60 Gym Landscape Development Presentation
- 7.61 Sustainability Plan
- 7.62 Educational Facilities Master Plan Core Committees and Participation
- 7.63 Educational Facilities Master Plan Goals and Planning Process