IIIB. Physical Resources

1. **The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.**

Evidence of Meeting the Standard

Mt. San Antonio College (Mt. SAC) ensures safety, security, accessibility, and sustainability by employing an extensive team of professionals to oversee the planning, design, construction, and maintenance of all facilities. These include in-house licensed architects and engineers, construction management professionals, and operations specialists (**III.B.1.1 Administrative Services Organizational Chart**). Annually, Facilities Planning & Management (FPM) conducts an inventory of all facilities and reviews the usage and efficiency of each area. This information is reported via the Facilities Utilization Space Inventory Options Net, provided by the Foundation for California Community Colleges (FCCC), to the Facilities Planning Unit (FPU) which is part of the California Community College Chancellor's Office. (**III.B.1.2 Space Inventory Report**). The College also participates in a Facility Condition Assessment, which is conducted by the FCCC, in partnership with the FPU. The data gathered is used to determine the Facility Condition Index (FCI) used by the Chancellor's Office to rank and rate campus building needs and funding (**III.B.1.3 FCI Report**). Additionally, each year FPM engages in the Planning for Institutional Effectiveness (PIE) program review process to determine department goals and needs (**III.B.1.4 FPM PIE Report**).

To ensure the safety, sufficiency, and accessibility of the physical resources, facilities planning, and design work is reviewed monthly by the Facilities Advisory Committee (**III.B.1.5 FAC Purpose and Function**). The Facilities Advisory Committee (FAC) regularly reports to the President's Advisory Council (PAC) and makes specific recommendations to the Campus Master Plan Coordinating Team (CMPCT) (**III.B.1.6 PAC Minutes 7-13-22**). CMPCT is a specialized leadership group overseeing and providing administrative direction for bond planning, design, and construction activities. The team is chaired by the President, and membership includes the campus Vice Presidents, the School of Continuing Education Provost, and the Executive Director of Facilities Planning and Management. CMPCT meets twice per month to review recommendations from FAC, reports on ongoing planning, design, and construction activities, approves budgets for new projects, and reviews design and construction contract awards prior to submission to the Board of Trustees for approval (**III.B.1.7 CMPCT Minutes 6-21-22**).

An interdisciplinary approach is used to improve facilities accessibility in alignment with the planning priorities. The FPM team works closely with the Dean of Access and Wellness, CMPCT, FAC, a landscape advisory team, the Health and Safety Committee, and other representative groups to monitor the accessibility of existing facilities and to construct and modernize buildings and infrastructure according to universal design principles (design for accessibility for

all), such as the inclusion of wayfinding, or signage intended to facilitate safe building access (**III.B.1.8 CMPCT Minutes 11-2-21**).

The maintenance of physical resources is the primary responsibility of the Facilities Maintenance and Operations Team. FPM staff, academic divisions, and other units are authorized to submit work requests through "School Dude," a computerized maintenance management system, which prioritizes work orders with safety implications (**III.B.1.9 School Dude Report**). Urgent conditions can be reported by staff and students to FPM or Police and Campus Safety who initiate service requests to minimize response time to emerging issues. A member of the Facilities team is available 24 hours a day to respond to emergencies (**III.B.1.10 Facilities Managers On-Call List 1-3-22**).

Building and safety code compliance at Mt. SAC is assured through established processes and practices. A team of certified inspectors, who may be either internal or external experts, reviews construction plans and specifications prior to submittal to the Division of the State Architect and provides continuous inspection of all campus construction and major maintenance work (**III.B.1.11 DSA Project Inspection Report**). The FPM team also works directly with Police and Campus Safety as well as Risk Management to ensure that buildings and infrastructure are constructed and maintained to ensure a healthy work environment and to minimize risk to persons and property (**III.B.1.12 Safety Report**). These teams provide ongoing design review input for major construction projects to further reduce existing security concerns (**III.B.1.13 Design Meeting Minutes 8-26-22**).

The College participates in the Statewide Association of Community Colleges (SWACC), a Joint Powers Authority, which provides liability insurance coverage, and requires a safety inspection every two years to identify potential risks or threats. FAC evaluates the report and acts to mitigate potential safety hazards (**III.B.1.14 Mt. SAC Property & Liability SWACC Inspection 2022**). The Risk Management unit conducts an annual building inspection throughout the campus, details their findings in individual Hazard Reports, communicates them to building managers, works with Maintenance and Operations to correct deficiencies through the School Dude system, and reports the findings to the Health and Safety Committee (**III.B.1.15 Hazard Report and Work Order**). The Health and Safety Committee ensures compliance with laws and regulations affecting safety and maintenance of safe learning and working conditions (**III.B.1.16 Health and Safety Committee**). The committee reviews periodic safety and security inspection and assessment reports and monitors efforts to correct deficiencies (**III.B.1.17 HSC Minutes 7-12-22**).

The Police and Campus Safety Advisory Committee promotes effective communication and collaboration between constituent groups and Police and Campus Safety to maintain public safety. The Committee assists the Police and Campus Safety Department with campus campaigns on emerging issues related to campus community, safety, and security for staff and students (**III.B.1.18 Police and Campus Safety Advisory Committee Minutes 4-11-22**). Safety

training for staff is comprehensive and ongoing (**III.B.1.19 Emergency Preparedness 101 Report; III.B.1.20 Keenan Safety Training Report; III.B.1.21 Building Evacuation Training**).

Analysis and Evaluation

Mt. San Antonio College assures safe and sufficient physical resources by employing extensive professional planning, design, construction, and operations staff in the FPM department, and by effective collaboration among administrative teams and committees. Regular evaluations of physical resources occur through inventories, inspections, and reports processed through maintenance management systems. Campus safety and security are prioritized to provide an effective learning and working environment.

2. **The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.**

Evidence of Meeting the Standard

Mt. SAC plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and continuing quality to support programs and services to achieve the mission. Long-term planning is guided by the Educational and Facilities Master Plan (EFMP) which serves as the foundation of the integrated planning process (**III.B.2.1 EFMP Introduction**). The EFMP is developed through analysis of extensive internal and external data sets to identify major challenges and needs of educational programs and services (**III.B.2.2 EFMP Chapter 2**). The current EFMP was approved by the Board of Trustees (BOT) in December 2018. As part of a five-year cycle of review and revision, the EFMP will be updated beginning in 2023 to ensure recommendations and goals for new and modernized facilities and infrastructure are in alignment with emerging program and service needs (**III.B.2.3 BOT Minutes 11-12-22**).

In accordance with AP 6600 Capital Construction, a Five-Year Construction Plan outlines the College's plan for facilities (**III.B.2.4 BP/AP 6600; III.B.2.5 Five Year Construction Plan**). Building, infrastructure, and energy conservation projects are prioritized through the comprehensive master planning process outlined in AP 6610 Facilities Project Prioritization (**III.B.2.6 AP 6610**). Compliance with laws, codes, and regulations related to physical infrastructure is assured through collaborative campus efforts. Funded primarily through Measure GO local bonds, 100 million dollars were distributed through major and minor capital improvement projects each year under the oversight of representative groups including the Citizens' Oversight Committee (COC), Facilities Advisory Committee (FAC), and the Campus Master Plan Coordinating Team (CMPCT) who provide input on project scope, schedules, and budgets (**I.B.9.3 BOT Measure GO Issuance 07-14-21**). The BOT and COC receive regular comprehensive reports (**III.B.2.7 BOT Minutes 8-10-22; III.B.2.8 COC Purpose and Function; III.B.2.9 COC Minutes 8-4-22**). Additionally, construction and modernization efforts are

communicated to the campus community through a robust website (**III.B.2.10 Construction Website**).

The Facilities Planning and Management (FPM) team evaluates spatial plans for new facilities in consideration of capacity load ratio. All major projects are developed through a detailed architectural programming process led by the FPM team and includes representatives from the program or service area the facilities will serve. Final project plans are presented to FAC and ultimately to CMPCT to approve scope and budget (**III.B.2.11 Evidence Flowchart**). Projects with potential for state funding begin with an Initial Project Proposal (IPP) and if eligible, advance to a Final Project Proposal (FPP) process. Architects and engineering consultants are selected for each project through a detailed request-for-proposal process conducted by FAC with support from the Purchasing Department and finalists are recommended to CMPCT who recommend the top firm to the BOT (**III.B.2.12 BOT Minutes 9-12-18**). This participatory process ensures that the best firms are selected to design each project.

In accordance with AP 6610, short-term physical planning such as minor building improvement projects and alterations to specific rooms or operational areas are prioritized annually as part of the annual Planning for Institutional Effectiveness program review process (**III.B.2.6 AP 6610**). A prioritized list of project requests, approved by the appropriate vice president, is submitted for feasibility and cost, and then the list is refined and presented to FAC for review. The project prioritization process allows for urgent facilities needs to be addressed in a timely fashion with the pertinent vice president's approval (**III.B.2.13 Quarterly Construction List 11-29-22**).

The FPM team is primarily responsible for maintaining and efficiently operating buildings, grounds, infrastructure, and the fleet of vehicles and maintenance equipment. The annual Facility Condition Assessment provides data needed to create the Facilities Condition Index (FCI) Report, a broad perspective of the deferred maintenance backlog, while the Internal Facilities Assessment Report provides a detailed look at the status of mechanical, electrical, and plumbing equipment and the condition of architectural finishes throughout the campus. The 30-year capital expenditure plan for each campus building and the inventory and condition assessment developed for over 2,300 pieces of equipment provide guidance in developing project lists that reflect the most current equipment replacement and finishes upgrade needs on campus. Assessment data indicates that facilities are well maintained (**III.B.1.3 FCI Report; III.B.2.14 Internal Facilities Assessment Report**). Equipment costs are a substantial portion of new and modernized facilities project budget. The Vice President of Administrative Services annually distributes allocated Scheduled Maintenance and Instructional Equipment grant funding in accordance with the California Community College Chancellor's Office funding program (**III.B.2.15 Scheduled Maintenance and Instructional Equipment Grant**). Through the planning process, funds are allocated to FPM, Technical Services for instructional technology, Instructional Technology for data network equipment, and instructional/student services building users. Equipment budgets for projects are reviewed by FAC and CMPCT (**III.B.2.16 POD Project Equipment Budget**). FPM also provides support for instructional and student services

efforts to update and replace equipment such as classroom and office furniture and items that require permanent installation or concurrent facilities alterations. Utilization of campus facilities is analyzed by the Technical Services Department through 25Live software reports which inform the instructional scheduling process and provide detailed data to maximize use of space across campus. Room Utilization and Capacity-Load Ratio Reports are presented quarterly to President's Cabinet by a joint team of representatives from the Office of Instruction, FPM, and Technical Services (**III.B.2.17 President's Cabinet Notes 9-28-21**).

Faculty, classified professionals, students, and administrators are committed to the College Mission and Core Value of Sustainability and Restoration which is infused in the participatory governance process. In 2021 the Executive Director of Facilities Planning and Management hired a Sustainability Director to advance the Strategic Plan Priority "To embed environmental sustainability into the work and decision-making processes of all areas of campus" (**III.B.2.18 Core Values; I.A.2.5 Strategic Plan**). The Sustainability Director works closely with the Climate Commitment and Environmental Justice Committee (CCEJC) to inform, guide, implement, and sustain the Climate Action Plan and the Carbon Commitment (**III.B.2.19 CCEJC Purpose and Function Statement; III.B.2.20 Climate Action Plan; III.B.2.21 Carbon Commitment**). The impact of sustainability efforts is evident in Leadership in Energy and Environmental Design (LEED) certified buildings, a Universal Waste Management Program, the Sustainable Demonstration Garden, embedded sustainability in curriculum through designated Leaf Courses, monthly campus wide sustainability engagement opportunities, restoration of 25 fallow acres to a protected natural habitat, and the recent purchase of 72 acres of open space north of campus (**III.B.2.22 Owners Project Requirements; III.B.2.23 Leaf Course Training; III.B.2.24 Sustainability Newsletter; III.B.2.25 BOT Minutes 6-5-19; III.B.2.26 Zero Waste Management Program**).

Analysis and Evaluation

Mt. San Antonio College assesses the needs of programs and services in alignment with the overall institutional Mission and Core Values to inform institutional planning which guides building projects, facilities renovations, infrastructure upgrades, equipment replacement and sustainability commitments.

3. **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.**

Evidence of Meeting the Standard

Major building projects are assessed for feasibility and effectiveness as part of the Educational and Facilities Master Plan (EFMP) process. The Board of Trustees approved a comprehensive EFMP in June 2018. An update to the EFMP is underway as part of a five-year review cycle and is expected to be completed in 2024. Educational and facilities master planning provides the campus and community long-range assessment of facilities needs that align with the mission

and vision and the relevant demographic data that supports planned program growth (**III.B.2.2 EFMP Chapter 2; III.B.3.1 EFMP Chapter 3**). Space utilization is reported as part of the Five-Year Construction Plan submitted annually to the California Community College Chancellor's Office (**III.B.3.2 BOT Minutes 7-13-22**). The campus space inventory is updated annually according to the California Community Colleges Space Inventory Handbook (**III.B.1.2 Space Inventory Report**). All building floor plans are maintained electronically in an accessible database and updated to reflect changes to building space or use by construction activities or reassignment of space (**III.B.3.3 Floor Plan Building 10**). Accurate space inventory data ensures that the capacity load ratio for each space type is correct, and that space utilization is considered in project planning efforts, including initial and final project proposals (**III.B.2.5 Five Year Construction Plan**).

Data from assessment also drives evaluative processes. The campus facilities are evaluated as part of the Foundation for California Community Colleges Facility Condition Assessment Program. Data from the assessment provides estimates of repair and replacement costs for each building. The Facilities Condition Index (FCI) Report provides a guideline in evaluating facilities and equipment for repair, modernization, or replacement (**III.B.2.14 FCI Report**). Each year, FPM, as part of the Planning for Institutional Effectiveness (PIE) process, assesses the needs of Facilities Maintenance, Custodial Services, Grounds, Transportation, and Warehouse. Resource needs such as equipment, staffing, and contracted services are identified, prioritized, and reviewed by each unit Vice President. Data from PIE provides a basis for a capital equipment renewal and preventative maintenance plan and identified staffing requirements necessary to maintain critical equipment (**III.B.3.4 PIE Unit Goals and Resources**).

Facilities and physical resources that are planned for utilization by the Histotechnology baccalaureate (BS) program were initially evaluated for feasibility and effectiveness for the program as part of the BS Application to the California Community Colleges Chancellors Office. Once implemented, the program faculty will annually re-evaluate as part of the PIE process (**III.B.3.5 Histotechnology Application**).

Analysis and Evaluation

Mt. San Antonio College regularly evaluates all facilities and equipment, assuring the effectiveness of these physical resources in supporting institutional programs and services. Feasibility of institutional plans for new or altered facilities are reviewed in taking utilization and other relevant data into account.

4. **Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.**

Evidence of Meeting the Standard

Mt. SAC has a long-range capital planning process that is well established. The major source of revenue that provides funding for capital plans is Measure GO bond funds (**I.B.9.3 BOT**

Measure GO Issuance 07-14-21). Academic and institutional support program needs are identified through the Educational and Facilities Master Plan (EFMP) process, in alignment with the Strategic Plan (**III.B.2.1 EFMP Introduction; III.B.2.19 Strategic Plan**). The Five-Year Construction Plan identifies and prioritizes projects that may be supportable with state capital outlay funds. Projects approved as part of the EFMP are prioritized and reviewed for feasibility and costs are estimated prior to awarding design contracts. The integration of the construction management and inspection teams into the design process, along with the leadership of the Senior Project Manager, supporting Project Manager, Architects, the design team, and specialty consultants, ensure the project design requirements are fully addressed in the design phase and that projects are constructible within allowed budgets (**III.B.4.1 COC Annual Report**). Each project design effort complies with a detailed list of design requirements for each phase, including basis of design reports for critical building systems such as heating, ventilation and air conditioning, lighting systems, and building envelope. These reports provide the basis for life-cycle cost analysis of critical building elements (**III.B.2.23 Owners Project Requirements**).

The College participates in the Foundation for California Community Colleges Facility Condition Assessment Program and considers removal or replacement of facilities with a ratio greater than 75 percent (**III.B.1.3 FCI Report**). Facilities Planning & Management has developed a Total Cost of Ownership (TCO) model for new construction, with standards based on Association of Higher Education Physical Plant Administrators staffing guidelines. Contracted services and utilities expenses are defined through historical cost data to quantify staffing and service needs (**III.B.4.2 TCO Presentation 4-10-22**). Outcomes of TCO models are included in the annual Planning for Institutional Effectiveness (PIE) process to ensure capital projects support College goals (**III.B.4.3 20-21 PIE – Grounds, Maintenance, Custodial**).

Analysis and Evaluation of long-range capital plans occurs at many levels. Facilities master planning annual processes are aligned with the Mission, Core Value, and Strategic Priorities to provide a systematic review and measurement of progress as well as identification of facilities improvement needs (**III.B.4.4 VP Administrative Services PIE**). Quarterly construction reports are presented to President's Cabinet and posted publicly on the College website. Additionally, progress reports on EFMP goals are provided to the Board of Trustees three times a year (**III.B.2.7 BOT Minutes 8-10-22; III.B.4.5 BOT Study Session Minutes**).

Evidence for Analysis and Evaluation

Mt. SAC has long-term capital plans in place that support institutional improvements to facilities and equipment and has information on the total cost of those improvements. Annual assessment and evaluation ensure capital planning advances the improvement and planning goals.

Conclusions on Standard III.B: Physical Resources

Mt. SAC maintains safe, sufficient, and accessible physical resources that assure a healthy learning and working environment through employing extensive professional planning, design,

construction, and operations staff in the Facilities Planning & Mangement department, and by effective collaboration among administrative teams and committees. Regular evaluations of physical resources occur through inventories, inspections, and maintenance system reports. Faculty, classified professionals, administrators, and students assess the needs of programs and services in alignment with the overall institutional Mission and Core Values to inform long-term and short-term institutional planning which guides resource allocations for building projects, facilities renovations, infrastructure upgrades, and equipment replacement, all with a focus on sustainability. Shared governance committee recommendations inform facilities planning, support the effectiveness of the physical resources, evaluate long-term total cost of ownership, and ensure capital projects advance College planning priorities.

Improvement Plan(s)

None

Evidence List

III.B.1

- III.B.1.1 Administrative Services Organizational Chart
- III.B.1.2 Space Inventory Report 6-9-22
- III.B.1.3 FCI Report 6-10-22
- III.B.1.4 FPM PIE Report
- III.B.1.5 FAC Purpose and Function Statement
- III.B.1.6 PAC Minutes 7-13-22
- III.B.1.7 CMPCT Minutes 6-21-22
- III.B.1.8 CMPCT Minutes 11-2-21
- III.B.1.9 School Dude Report
- III.B.1.10 Facilities Managers On-Call List 1-3-22
- III.B.1.11 DSA Project Inspection Report
- III.B.1.12 Representative Safety Report
- III.B.1.13 Design Meeting Minutes 8-26-22
- III.B.1.14 Mt. SAC Property & Liability SWACC Inspection 2022
- III.B.1.15 Hazard Report and Work Order
- III.B.1.16 Health and Safety Committee Purpose and Function Statement
- III.B.1.17 Health and Safety Committee Meeting Minutes 7-12-22
- III.B.1.18 Police and Campus Safety Advisory Committee Minutes 4-11-22
- III.B.1.19 Emergency Preparedness 101 Report
- III.B.1.20 Keenan Safety Training Report
- III.B.1.21 Building Evacuation Training

III.B.2

- III.B.2.1 EFMP Introduction
- III.B.2.2 EFMP Chapter 2

- III.B.2.3 BOT Minutes 6-5-19
- III.B.2.4 BP/AP6600 Capital Construction
- III.B.2.5 Five Year Construction Plan
- III.B.2.6 AP6610 Facilities Project Prioritization
- I.B.9.3 BOT Measure GO Issuance 07-14-21
- III.B.2.7 BOT Minutes 8-10-22
- III.B.2.8 COC Purpose and Function Statement
- III.B.2.9 COC Minutes 8-4-22
- III.B.2.10 Construction Website
- III.B.2.11 Evidence Flowchart
- III.B.2.12 BOT Minutes 9-12-18
- II.B.2.13 Quarterly Construction List 11-29-22
- III.B.1.3 FCI Report
- III.B.2.14 Internal Facilities Assessment Report
- III.B.2.15 Scheduled Maintenance and Instructional Equipment Grant
- II.B.2.16 POD Project Equipment Budget
- III.B.2.17 President's Cabinet Notes 9-28-21
- III.B.2.18 Core Values
- I.A.2.5 Strategic Plan
- III.B.2.19 CCEJC Purpose and Function Statement
- III.B.2.20 Climate Action Plan
- III.B.2.21 Carbon Commitment
- III.B.2.22 Owners Project Requirements
- III.B.2.23 Leaf Course Training
- III.B.2.24 Sustainability Newsletter
- III.B.2.25 BOT Minutes 6-5-19
- III.B.2.26 Zero Waste Management Program

III.B.3

- III.B.2.2 EFMP Chapter 2
- III.B.3.1 EFMP Chapter 3 Internal and External Scans
- III.B.3.2 BOT Minutes 7-13-22
- III.B.1.2 Space Inventory Report 6-9-22
- III.B.3.3 Floor Plan Building 10
- III.B.2.5 Five Year Construction Plan
- III.B.2.14 FCI Report
- III.B.3.4 PIE Unit Goals and Resources
- III.B.3.5 Histotechnology Application

III.B.4

- III.B.2.1 EFMP Introduction
- I.A.2.5 Strategic Plan

- III.B.4.1 COC Annual Report
- III.B.2.23 Owners Project Requirements
- III.B.1.3 FCI Report
- III.B.4.2 TCO Presentation 4-10-22
- III.B.4.3 20-21 PIE – Grounds, Maintenance, Custodial
- III.B.4.4 VP Administrative Services PIE
- III.B.2.7 BOT Minutes 8-10-22
- III.B.4.5 BOT Study Session Minutes