

# Standard IIIB: Physical Resources

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# Standard IIB: Physical Resources

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## Overview

The physical resources of Fullerton College encourage and support student learning and attest to the core value, "We value tradition and innovation." The historic architecture of the campus has been enhanced by the construction of new facilities which maintain the integrity of the Hispano-Mooresque style prevalent in most buildings on campus while providing state-of-the-art learning environments.

In addition to the Five Year Construction Plan, the district commissioned an Education/Facilities Master Plan (1999) and a Campus Master Plan update (2000), which provided the foundation for the successful local bond Measure X in 2002. The projects proposed for the bond were drawn directly from the master plans and addressed programmatic needs. (1) (2)

As a result, construction has been a constant at the college in recent years. In 2005, the Library/Learning Resource Center (LLRC) opened. This building has become the focal point of the college and was designed as a place where students feel welcome to study. The marble and wood throughout the facility creates a welcoming environment, and the computers throughout provide technologically advanced systems for research and study.

A four-story parking structure was added in 2006 to address the increased need for parking on campus. The parking structure was intentionally built before construction began on other buildings on campus since parking lots were affected by construction equipment and the building footprints.

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1 Facilities Bond Program website  
2 2009 Building Progress report

The College Center (Building 200) was opened in 2007 to house the student center, the campus dining hall, Student Affairs, the Associated Students, Special Programs, the International Student Center, and the Cadena/Transfer Center. Meeting rooms on the second floor of the building provide a gathering space for the college community and are ideal for hosting meetings of community and professional organizations.

The Classroom Office Building (Building 1400) was opened in 2008 with high-tech classrooms and modern faculty offices. This facility provides an excellent atmosphere for learning with easy access to faculty members. Built-in technology makes it easier for faculty to introduce various teaching techniques into their curriculum.

In 2009, the modern aquatic center opened, boasting a 50-meter pool and large viewing deck. Students participating in swimming classes and in aquatic sports appreciate this superb facility. Refurbishment of all tennis courts was also part of the overall modernization project.

Most recently, the Physical Education (PE) complex (Building 1200) underwent an extensive renovation involving both gyms, the dance studio, locker rooms, training rooms, and offices. The outdoor track/field facility was upgraded to provide an artificial turf field for football and soccer and a Recortan surface for the track, replacing the old cinder track. A recently completed field house provides offices for coaches, team locker rooms, and a training room, along with three general use classrooms.

The new Natural Sciences Building (Building 400) opened for classes in January 2011. The science building, which is located on the east side of the main quadrangle of the college, has been designed to reflect the architecture of the campus. The building holds 27 smart classrooms and laboratories as well as 34 modern faculty offices.

**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.***

**Descriptive Summary**

Fullerton College is located on 83 acres near the downtown area of Fullerton. The campus features 47 buildings with 524,200 assignable square feet, including conventional classrooms and laboratory facilities for science, art, computer technology, photography, automotive services, physical education, and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. In addition to the main campus, the college offers a few classes at the district site in Anaheim. (3)

The college owns the Ben Franklin House, approximately three blocks west of the campus, which houses the CalWORKs program and provides space for the Fullerton College Foundation offices. The college also acquired property on the south side of Chapman Avenue, known as the Gigliotti property, most of which is currently leased out. The college is responsible for maintaining these additional properties at a safe and secure level.

The Director of Campus Safety and the Director of Facilities currently co-chair the College Safety Committee. The purpose of the committee is to identify and address all types of safety concerns on campus including maintenance of equipment, the fire alarm system, any broken or substandard furnishings, and any Issues that affect access. Identified needs that cannot be funded through existing budgets are brought to the Planning and Budget Steering Committee (PBSC) for consideration. (4)

**Self Evaluation**

The college provides safe and adequate physical resources for its programs. When asked on the most recent student satisfaction survey what one thing needs improvement at the college, the

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3 Campus map

4 Safety Committee description

overwhelming response was “parking.” There are currently 3,729 parking spaces available to more than 22,000 full-time equivalent students (FTES), making the ratio of available parking spaces to FTES 1 to 5. With a land-locked campus, hundreds of students choose to park in the neighboring communities, which, at times, causes the neighbors some angst. The ideal ratio of parking spaces to FTES would be 1 to 6; however, the current financial status does not allow for the addition of parking spaces in the near future. The district’s Comprehensive Educational Master Plan does address the parking shortage with the addition of one or more parking structures on campus. (5)

In the recent past, the majority of equipment requests were funded; however, due to enrollment growth, declining revenues, and the need for more technologically advanced equipment, the college does not have sufficient funds to meet all requests for equipment. The instructional equipment allocation from the state has declined as costs for equipment have increased resulting in more unmet equipment needs. The college has an agreed upon allocation formula for the distribution of limited instructional equipment funds, whether those funds come from the state or from college resources.

**Planning**

None.

**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.***

**Descriptive Summary**

The college prepares an annual Five Year Construction Plan for submission to the California Community Colleges Chancellor’s Office. This report outlines a program of major capital improvements (defined as \$250,000 or more in cost) regardless of the source of funds. The Five Year Construction Plan is presented to the President’s Advisory Council for review, comment, and approval. As part of the

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5 Comprehensive Educational Master Plan draft

District Plan, it is also approved by the Board of Trustees. (6)

The major construction since 2004 has provided new or upgraded facilities for multiple programs on campus. As part of the 2002 construction program, appropriate workshop and support space for the M&O department was developed, but construction never occurred. The M&O building project has been added back into the Comprehensive Educational Master Plan. (7)

Older buildings on campus pose challenges for regular maintenance and scheduled maintenance projects. Each year the college prepares a five-year scheduled maintenance plan for the state Chancellor's Office. The list of projects significantly exceeds the dollars available for these projects. In past years, the district has matched state dollars. As these dollars were spent, the district continued to fund scheduled maintenance projects (2008-2009). For fiscal year 2009-2010, no scheduled maintenance dollars were allocated either by the state or the district.

For several years, the college has supplemented all of these allocations to handle smaller projects, especially replacement of failed equipment that provides infrastructure services to buildings. Often the project budget has exceeded \$250,000 per year. For 2010-2011, even without a state allocation, the district allocated \$800,000 to the college for scheduled maintenance, and the college allocated \$575,000 from carryover funds from an energy rebate to address outstanding scheduled maintenance issues. Carryover funds of \$550,000 were allocated to finance a technology replacement plan. (8)

A number of scheduled maintenance issues have been addressed as part of the construction projects. Storm drain improvements, a fire line, water lines, a sewer project, a street light on Lemon Street, and sidewalk and fire lane replacements have all been

required by particular building projects and have benefited the college as a whole.

The Director of Facilities maintains an ongoing record of facilities issues. This information drives the scheduled maintenance planning and campus resource allocation for major repairs.

The college adheres to a three-tiered approach to facilities safety assessments. The state-sponsored Facility Condition Assessment Report 3D/I is a document that provides supportive information for scheduled maintenance and renovation projects, as well as foundational information for bond issues. The report is on file with the California Community College Chancellor's Office. (9)

The second tier of facilities safety assessment is the Alliance of Schools for Cooperative Insurance Programs Safety Audit, which is completed every three years in conjunction with the College Facilities Division and the district risk management staff. (10)

The third tier for safety assessment is the inspection completed each year by the Fire Inspector from the City of Fullerton. The Fire and Life Safety Inspection identifies any issues that pose a safety threat. Any identified issues are reported to the campus Director of Facilities for remediation. (11)

Issues identified from any of these sources are directed to various levels in the organization. Campuswide issues are addressed through the facilities planning process. Division- or department-specific issues are addressed collaboratively with deans and other managers, and funding is requested through the area vice president or the college president. Many of the issues result in projects supported by scheduled maintenance funds or other campus project funds.

The Planning and Budget Steering Committee (PBSC) has given more attention to these issues in the past few years. In 2008, the PBSC approved an

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6 Five-Year Construction Plan  
7 Comprehensive Educational Master Plan draft  
8 Business Office website

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9 Facilities Condition Assessment Report  
10 ASCIP Safety Audit  
11 Fire and Life Safety Audit

ongoing vehicle replacement plan; the vehicles are both vehicles that support the maintenance crew and vehicles that are part of the motor pool that supports instructional and athletic activities. In the current year, the PBSC is considering a technology/computer replacement plan. Both efforts are intended to make planned, regular purchases to maintain equipment at a safe and useful level. (12)

### Self Evaluation

The college and the district have been very successful at obtaining state capital outlay funds for major construction. Scheduled maintenance projects have been consistently funded and represent significant improvements in the college infrastructure.

With no state dollars for scheduled maintenance for the past two years and a reduced commitment by the district, scheduled maintenance will be deferred to the degree that some issues will become critical. The use of carryover funds in 2010-2011 for scheduled maintenance indicates a good faith effort by the college to address the most pressing maintenance needs.

The allocation of funds for technology for 2010-2011 from limited resources demonstrates the college's commitment to maintaining an appropriate level of support for the technological needs of the campus. (13)

With an increasing number of safety audits and facilities assessments, the scope of remedial work for the campus escalates. The situation has improved somewhat with a response by the college to allocate dollars for some selected replacement plans. (14)

The college's ability to respond to ongoing maintenance and replacement issues would be enhanced by a stronger, long-term commitment to budget dollars for these issues. Year-to-year allocations preclude any real planning in this area. While there will be some impact on programs, it is

expected that the college will be able to purchase or maintain equipment that is essential to programs for the near future, and requests for equipment to improve programs can be deferred until funding is available.

### Planning

The college will develop budget allocations to provide consistent funding for ongoing planned maintenance. In addition, the college will conduct a comprehensive assessment of safety and emergency communications and provide consistent funding to address safety and access issues related to facilities.

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

### Descriptive Summary

The primary focus of facilities planning is to ensure that facilities are constructed and maintained to guarantee access, safety, security, and a beneficial learning and working environment, while, at the same time, meeting instructional and institutional goals.

All new building plans conform to state building code standards as determined by the California Department of State Architects (DSA). Licensed architects are hired to provide plans and specifications for new construction, which are then reviewed and approved by DSA. Following DSA approval, the projects are publicly bid and awarded. A DSA inspector ensures that buildings conform to required specifications.

The college has depended on new construction to significantly improve access on campus, in accordance with the American with Disabilities Act (ADA), including restrooms, parking, and pathways. In older buildings, despite some efforts at retrofitting restrooms several years ago, access remains an issue. In new construction, the college standard for ADA button door openers access to restrooms and other spaces is higher than that required by DSA.

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12 Business Office website

13 PBSC notes, 9/1/10, 9/15/10

14 Business Office website

Fullerton College uses internal and external measures to provide a safe and appropriate environment for student learning. Room capacity limits and state fire codes are strictly adhered to. An extensive fire alarm system is installed throughout the campus with sprinkler systems in newer buildings. Door closers compliant with fire-life safety are mounted where they are needed. Elevators are tested monthly to make sure that the campus is fully accessible to all students.

The office of the Vice President of Educational Support's office maintains a current space inventory report for the campus, a classroom inventory used for scheduling classes, and an office inventory to ensure that all full-time faculty have appropriate offices to prepare for classes and meet with students. All full-time faculty are provided with a desktop computer.

In coordination with the office of Academic Computer Technology, a complete inventory of media and computer equipment available in each instructional space is maintained.

To sustain ongoing safety at the college, the Maintenance and Operations staff is regularly trained on safety issues including the use of electric carts, confined space training, and hazardous materials disposal. All college personnel are regularly offered training on the use of fire extinguishers. Standards from the Occupational Safety and Health Administration (OSHA) are met or exceeded on all campus projects.

A clean environment for all students, college employees, and visitors is essential. Issues of air quality or other environmental concerns are addressed immediately by a professional agency.

Buildings are secured through a standard key system and, in newer buildings, by an electronic access program as well. All new buildings are now keyed to a Medeco master key system. At this time, the parking structure and Buildings 200, 400, 700, 800, 900, 1200, 1400, and 1700 are on the master system. The Director of Facilities is responsible for key

control, and the Director of Campus Safety manages electronic security.

An emergency communication system is in place at the college with emergency radios placed in 45 separate offices of the campus. The radios are regularly tested, and broadcast messages are sent to determine the audibility of broadcasts and to familiarize staff with the use of the radio. Radio communication is also available within the district office and is monitored during regular business hours by the executive assistant in the president's office. The telephone system on campus also has broadcast capability that may be used in case of emergency. A districtwide text-messaging alert system is also available to keep students and employees informed of emergencies.

Fifty three emergency equipment backpacks have been issued to college personnel for use in case of emergency. Ten Stryker chairs have been installed on campus to allow for the evacuation of disabled individuals in case of emergency. Campus Safety personnel, as well as selected staff members, have been trained in the use of the Stryker chairs. The college also has a number of Automated External Defibrillators on campus. All campus safety staff, athletic trainers, health center employees, and several other employees have been trained in the use of these devices.

The Director of Campus Safety is primarily responsible for the emergency preparedness for the college. Numerous staff members have been formally trained in the National Incident Management System and the State Incident Management System to assist in case of emergency, and many have been trained on the Emergency Operations Command methodology.

The college has a number of buildings on the periphery of the campus including the Ben Franklin House, the Gigliotti House, the Wilshire Continuing Education Center, and the Berkeley Center. All standards related to safety, security, and clean environment apply to these facilities as

well. Emergency radios and equipment are also distributed to these locations.

The college currently uses CE6/8, from BlackBoard, as the primary course management system for web-enhanced, hybrid, and online courses. Staff members from the college's Academic Computing Technology Department maintain the system. The District supports MyGateway, which includes options for delivering course content and communication between instructors and students electronically.

### **Self Evaluation**

In new construction, renovation, and daily maintenance, the college is committed to ensuring that programs are supported with attention to safety and security. Great strides have taken place to improve access on campus in accordance with ADA, and the college often exceeds ADA standards. Key examples are the ADA lift at the new 50-meter pool and the completion of the 300 building elevator.

Emergency preparedness structures are in place; however, more staff members need to be trained and drills conducted more often so that staff members will know what to do in case of emergency.

Efforts have been made in recent years to provide resources and training for emergencies. The college participated in the Great Shake Out in October of 2009 and 2010, demonstrating a commitment to emergency drills. The Director of Campus Safety has spoken to classified staff, managers, and faculty members about the basics of emergency preparedness on campus, which has heightened the awareness of the joint responsibility for safety. The campus needs to stay focused on assuring that all areas of emergency preparedness are addressed and modified as facilities and personnel change.

The use of distance education has grown in recent years. With this growth, the current computer system has suffered frequent slow-downs and occasional failures during peak usage times. Staff members are quick to respond to these situations and have suggested alterations in usage such as spreading out

student assignment due dates. Discussions continue about whether or not to purchase and install a load balancer. The current plan is to continue hosting the CE6/8 system through Summer 2011 while the pros and cons of off-site hosting are investigated.

To encourage college constituents to adopt more healthful and environmentally friendly practices, the college participates in the Rideshare program. Employees that carpool receive carpool-only parking privileges or receive stipends for bicycling or commuting to the college without an automobile. The college also significantly expanded the number of bicycle racks on campus.

### **Planning**

The college will develop budget allocations to provide consistent funding for ongoing planned maintenance. In addition, the college will conduct a comprehensive assessment of safety and emergency communications and provide consistent funding to address safety and access issues related to facilities. (See III.B.1.a.)

***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.***

### **Overview**

The college maintains a master calendar that allows staff to schedule events and request appropriate facilities. The Master Calendar also assists staff in identifying facilities to support campus activities and events. (15)

The college maintains clear records of long-term facilities planning through educational and facilities master plans, five-year construction plans, five-year and annual scheduled maintenance plans, facilities conditions reports, safety audits, and campus projects planning. The draft Technology Plan for the campus strategically addresses issues with regard to maintenance, service, and upgrade of equipment. All

of these reports are produced and addressed on a regular basis.

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

**Descriptive Summary**

On March 5, 2002, the voters of the district approved the issuance of \$239 million in general obligation bonds to be used to finance the acquisition, construction, and modernization of property and district facilities. By combining the Fullerton College portion of those funds (\$125 million) with state and local funding, the college has been able to undertake much-needed construction projects. The 1999 Facilities Master Plan provided the foundation for the Measure X proposition. Following passage of the bond, a full scale review produced an up-to-date construction program that focused expenditures on large projects. (16)

Since 2002, Fullerton College has made the following major improvements to the campus:

- New Campus Safety Building (2004)
- Library/Learning Resource Center (2005)
- Parking Structure (2006)
- College Center (2007)
- Classroom Office Building (2008)
- Aquatic Center (2009)
- Physical Education renovation of interior and exterior facilities (2010)
- Science building (2011)

A bond oversight committee was formed and meets regularly to ensure that bond proceeds comply with all statutory requirements, as required by law. Annual financial audits are conducted. The Vice President of Educational Support is responsible for coordinating all capital projects on campus. In Fall 2009, a report was published on the success of the

bond projects in addressing the priorities of the 1999 Educational and Facilities Master Plan. (17) (18)

Design of new buildings and renovation has been developed under the coordination of the Vice President of Educational Support. Building User Groups (BUGs) of end-users were identified for all projects. The groups, sometimes representative and sometimes comprehensive, worked directly with architects in a series of meetings to identify needs and preferences. In some cases, the preferences of BUGs have been reflected in building designs; in some cases, issues, such as code requirements or resources, precluded all of those preferences from being addressed.

In addition, furniture standards for offices and classrooms have been established campuswide. BUG members in early projects were instrumental in reviewing and recommending furniture selections for new buildings. The process of furnishing buildings since then has been streamlined because the standards have been carried building to building. Standard selections also assist in maintenance, repair and replacement of furniture.

The college prepares an annual Five Year Construction Plan for submission to the California Community Colleges Chancellor's Office. This report outlines a program of major capital improvements (defined as \$250,000 or more in cost) regardless of the source of funds. The Five Year Construction Plan is presented to the President's Advisory Council for review, comment, and endorsement. The construction plan is then approved by the President and, as part of the larger District plan, approved by the Board of Trustees. (19)

The college has been extremely successful in capturing state capital outlay funds through the state system's review and approval process. In addition to the LLRC and the Science building, both built primarily with state capital funds, the college has a new project (Technology Complex, 700 and

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16 Facilities Bond Program website

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17 Campus Bond Oversight Committee description  
18 2009 Facilities Master Plan Progress Report  
19 Five-Year Construction Plan



900 buildings) that is DSA-approved and will begin construction in Summer 2011.

Renovation of the Music Building (Building 1100) has been approved, and construction is pending passage of a future higher education state bond measure. Renovation of the Business and Humanities buildings has been approved for a Final Project Proposal (FPP), and the renovation of the Student Services Building is in the Initial Project Proposal (IPP) phase of review.

### **Self Evaluation**

The infusion of Measure X bond monies into the campus has accelerated the ability of the college to renovate or replace buildings to better meet the needs of students. The design of the new buildings reflects the 1930's WPA Hispano-Mooresque style of architecture, creating a more cohesive look to the college. The goals of student learning and success are evidenced in the selection of capital projects and the funding that accompanies those projects. Facilities are built in collaboration with faculty members to ensure the best environment for teaching and learning.

While new construction and renovated spaces have provided much-needed additional square footage to buildings, it has also increased the custodial needs. With more surface area, increased foot traffic, and specialized finishes to furnishings, additional staff and specialized products and equipment are needed to maintain the facilities. Four additional classified staff members have been added to the custodial staff in recent years to address the "total cost of ownership"; however, additional staff members are needed.

The college redeploys staff when a new building opens. The M&O budget absorbs the cost of new maintenance products, specialized equipment, and additional training for staff.

### **Planning**

None.

**III.B.2.b. *Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.***

### **Descriptive Summary**

Planning for physical resources is a regular part of institutional planning. The Deans' Council, the PBSC, the President's Advisory Council, and the President's Staff consider these issues on a regular basis.

Based on discussions at Deans' Council, President's Staff, and President's Advisory Council, the college develops priorities for facilities issues. One example is the use of the 1999 Master Plan to drive the project list for Measure X, the local bond measure that provided \$125 million to Fullerton College for capital projects.

Another example is the current district-sponsored effort to develop the Comprehensive Educational Master Plan. The process established three campus-level committees: Fullerton College, Cypress College, and Anaheim/School of Education. There is also a district steering committee. Beginning with extensive data-gathering, the process then involved campus committees in a dialogue to develop appropriate strategic initiatives for educational programs and options for facilities improvements to support those initiatives. The final plan, to be reviewed on the campuses in Fall 2010, is scheduled to be presented to the Board of Trustees in Spring 2011. (20)

### **Self Evaluation**

Despite the college's aggressive bond-funded construction program and state capital outlay projects, many buildings on campus are in serious need of renovation. The length of time to move project proposals through the state approval process coupled with the state budget crisis that has virtually ended the flow of state capital outlay funds has created many issues for the college. Bringing classrooms, labs, and offices to a more efficient delivery level is an enormous challenge.

In addition, the sharp rise in construction costs following the flood of local bond-funded projects across the state in 2004-2006 has caused disruption to plans. Various projects planned for the campus and a number of secondary-effects projects never took place. Numerous projects that were part of the 2002 local bond construction program were not able to be completed due to the severe rise in construction costs immediately following the bond approval. These projects, including a Maintenance and Operations Center, a second parking structure, and several remodels that were secondary efforts of larger construction projects, remain on the "to do" list.

Despite an ongoing effort to anticipate the most pressing facilities issues and immediate response to unforeseen failures of equipment and systems, the college is regularly behind in its effort to maintain the facilities. Much time is spent on large and small repairs making preventive maintenance programs difficult to implement.

With consideration of the age of the campus facilities, it is essential that the district and college work collaboratively to address scheduled maintenance issues before the infrastructure of buildings is in a state of crisis. The ability to revisit the deployment of resources will be essential to the college's ability to respond to facilities changes on campus.

### **Planning**

None.

## Evidence for Standard IIIB (Footnote References)

1. Facilities Bond Program website  
<http://www.nocccd.edu/Departments/FandF/FacilitiesBond/FacilitiesBondInfo.htm>
2. 2009 Building Progress report  
<http://www.nocccd.edu/Departments/FandF/FacilitiesBond/documents/BuildingProgressReport2009.pdf>
3. Campus map  
<http://www.fullcoll.edu/index.php?q=content/maps>
4. Safety Committee description  
<http://pac.fullcoll.edu/Committee%20Rosters/Deans.Mgrs%20Committees/Safety%20Committee.pdf>
5. Comprehensive Educational Master Plan draft  
See Standard IIIB folder in Evidence Room.
6. Five-Year Construction Plan  
[http://accreditation.fullcoll.edu/evidence/5yr\\_Construction\\_Plan.pdf](http://accreditation.fullcoll.edu/evidence/5yr_Construction_Plan.pdf)
7. Comprehensive Educational Master Plan draft  
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8. Business Office website  
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9. Facilities Condition Assessment Report  
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12. Business Office website  
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15. Master Calendar website  
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16. Facilities Bond Program website  
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17. Campus Bond Oversight Committee description  
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20. Comprehensive Educational Master Plan draft  
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