

III.B Physical Resources

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

III.B.1 The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

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

Citrus College plans, constructs, maintains and replaces its physical resources to provide a high-quality learning environment – one that is safe, secure, comfortable and attractive, and that supports student learning programs and services. Physical resource planning is integrated with institutional planning. The *Educational and Facilities Master Plan* dated April 2001 serves as the primary planning document for the college, incorporating educational and facilities planning through the year 2010. The *Educational and Facilities Master Plan* was developed by an architectural firm in consultation with a committee representative of all constituent groups, management, supervisors, faculty, staff and students, an educational planning consultant and a landscape architect. The plan was approved by the board of trustees in April 2001. (III B-1)

The college has a culture that supports and has provided resources for the ongoing renovation and replacement of its facilities. Prior to the approval of the *Educational and Facilities Master Plan* of 2001, the college had applied for and received funding from state bonds for construction and renovation of its facilities. The completed *Facilities Master Plan* confirmed that local resources would be required to complete the necessary projects to support growth and programs that the college proposed. Consequently, the Board of Trustees approved a local general obligation bond for inclusion in the March 2004 general election. This \$121 million bond, Bond Measure G, was passed by the voters of the district within the guidelines of Proposition 39. The guidelines contain strict accountability safeguards, includ-

ing a citizen's bond oversight committee and independent performance and financial audits. (III B-1, III B-2, III B-3)

In addition to Bond Measure G, state-wide Proposition 1D was passed in November 2006. Proposition 1D, the Kindergarten-University Public Education Facilities Bond Act of 2006, is a \$10.5 billion bond issue providing needed funding to relieve public school overcrowding and to repair older schools. Funds from this bond issue may also be used to repair and upgrade existing public college and university buildings and to build new classrooms to accommodate the growing student enrollment in California community colleges, the University of California and the California State University systems. The community college share was \$1.5 billion, and Citrus College currently has two projects, the Vocational Technology Building and a percentage of the Student Services Building, approved for funding from this source. The Math/Science Building, part of the *Educational and Facilities Master Plan*, was fully funded from the state-wide bond prior to Proposition 1B. (III B-1, III B-2)

After the passage of Bond Measure G, a committee of college administrators, supervisors, faculty, classified staff and students was formed to assist in developing the implementation plan for the *Educational and Facilities Master Plan*. This document was completed in 2004 with updates in July 2006 and cost estimate updates in July 2008. (III B-4)

The implementation plan clearly describes all projects in terms of scope, estimated costs, space utilization and relation to the master plan. A subcommittee with representation from all constituent groups worked with a consultant for four months in defining the scope and timeline of major new construction projects and secondary effects projects on the campus. The implementation plan has also assisted the college in identifying additional projects required to support campus expansion and deal with the secondary effects attendant to major construction and program relocation. The need for a new central plant and security building, for example, was recognized early, and the central plant was completed in 2008. To date, as part of the original master plan, the college has constructed several new facilities including the math building, the Center for Innovation, and softball field complex. Currently under construction are the Vocational Technology Building, the Student Services Building, and the field house and concession buildings. Secondary effects projects that have been completed include the nursing lab, Video Tech and Physical Science Building HVAC upgrades, the Liberal Arts Building remodel, and the esthetician lab

remodel. Upcoming projects include the gym remodel, EDC Building remodel, Administration Building remodel, Fine Arts Complex and the recording arts console upgrade. (IIIB-4, IIIB-5)

For all facilities, Citrus College strives to assure effective utilization and the continuing quality necessary to support its programs and services. A space inventory is required by the Chancellor's Office and is updated annually. Citrus College prepares and submits this report, which includes information on room capacity and space utilization in every building. This report becomes part of the justification for a Five-Year Construction Plan. The state uses these figures, along with projected enrollment growth, to develop capacity and load ratios that are considered in the prioritization of projects. The college utilizes the California Community College Facility Utilization Space Inventory Option Net (FUSION) for space inventory and five-year construction plan reporting to the Chancellor's Office. (IIIB-6, IIIB-7, IIIB-8)

In recent years, the college has carefully evaluated technological advancements to determine which new technologies are actually most appropriate and effective for college classroom application—the college does not take a technology-for-technology's-sake approach. As a result, the college has designated and equipped 105 classrooms across the campus as "smart classrooms." Many of these "smart classrooms" provide instructors the ability to use computer-based presentations, access network and Internet multimedia resources, use interactive pen displays to write over slides in digital ink, and save presentation notes for review by students from remote locations. Digital presenters provide the ability to show microscopic, as well as life size, objects for discussion. Traditional DVD and video multimedia resources are also available. Each presentation podium provides students the functionality to use their portable laptop computers for presentations as well.

SELF EVALUATION

Citrus College meets the standard. Bond Measure G made it possible for the college to advance the quantity and quality of physical resources necessary to support its programs and services. The implementation plan is used as a blueprint for educational and facilities master planning. Construction thus occurs in a systematic way in response to the educational needs of the college. The college's Facilities and Construction Department, with cooperation and support of the instructional division, have done a remarkable job since the passage of Measure G in the construction program and are to be commended in this regard. (IIIB-2, IIIB-4)

PLANNING AGENDA

The college has met the standard and will continue efforts that support meeting the standard. Measure G funding is estimated at this time to be able to fund all of the construction projects that appear in the implementation plan. (IIIB-2, IIIB-4)

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

All facilities at Citrus College are constructed and maintained to assure access, safety, security and a healthful learning and working environment while meeting instructional and institutional goals. Buildings are constructed to meet state standards and are approved by the Division of the State Architect (DSA). California Community Colleges are subject to the Field Act of 1933, a California state law, prompted by the 1933 Long Beach earthquake, requiring that public school buildings be built to stringent seismic and safety standards set forth in the California Building Code. As required by the Field Act, the college retains the services of a Department of the State Architect (DSA) inspector to be present during construction to ensure buildings are built in accordance with the California Building Code, Title 24.

All new and remodeled facilities are fully accessible and meet or exceed all Americans with Disabilities Act (ADA) standards and buildings codes. Architectural barrier removal has been addressed on the campus to increase accessibility and shorten paths of travel for the disabled. The Physical Resources Committee, comprised of representatives from every campus constituent group, oversees matters impacting physical access and general facility-related issues. Citrus College, through its security department, monitors and patrols the campus 24 hours a day for the security and safety of its students, staff and facilities. (IIIB-9)

While the college facilities department utilizes a master maintenance calendar to schedule and execute the majority of its preventative and predictive maintenance, several other factors drive and guide its maintenance efforts: ongoing compliance with the requirements and standards of the Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI); and observations, evaluations and inspections by district

staff, governmental agencies, contracted professionals and third party insurance administrators. All of this input is used to help assess, prioritize and schedule routine and non-routine maintenance and repair, including equipment replacement and minor construction or remodeling. Equipment, including vehicles for use on public roads, off-highway vehicles, grounds vehicles and instructional and non-instruction equipment (grounds, maintenance), is inspected by the California Highway Patrol, U.S. Department of Transportation, Statewide Association of Community Colleges JPA (SWACC) safety inspectors, other governmental agency personnel and district staff on programmed and non-programmed occasions to determine safety of use, operation and remaining life. Additionally, annual fire and life safety inspections are conducted by the Los Angeles County Fire Department and Health Hazardous Materials Division. The facilities department's master maintenance calendar addresses additional safety related inspections. **(IIIB-10, IIIB-11, IIIB-12, IIIB-13, IIIB-14)**

A Citrus College Hazard/Vulnerability/Risk Assessment Report was prepared by a consultant as part of the college's emergency preparedness planning and training. The plan has several short and long-term recommendations for reducing risks. To reduce or eliminate the potential of concealed hazards on the campus, the college has recently retrofitted the campus lighting for better visibility and broader illumination. Additionally, new lighting systems were installed in all the new parking areas located on the east side of the campus. The college has also identified, in its five-year scheduled maintenance plan for the state, a three-phase walkway replacement project aimed at replacing deteriorating walkways across the campus that are suffering from root-heaving, cracking and weather damage. Phase one of this project was completed last year, and phase two will be completed in the summer of 2009, eliminating potential trip hazards and providing safe, well-lit paths of travel through the center of campus. **(IIIB-15)**

All new employees of the district are issued an employee safety guidelines booklet so they are made aware of safety precautions. Emergency response procedures flip charts, which are distributed college-wide and posted in all classrooms, labs and offices, include information such as emergency telephone numbers, emergency response procedures, building evacuation procedures and basic first aid. The environmental health and safety supervisor updates the charts as needed and distributes them periodically. This year, they have been distributed at three college-wide forums in addition to regular visits to classrooms to ensure that the flip charts are posted and are current. The college conducts regular emergency

training drills and a training program to familiarize faculty and staff of proper emergency preparedness as detailed in our *Emergency Operations Plan*. **(IIIB-16, IIIB-17, IIIB-18, IIIB-19)**

The Facilities and Construction Department is the responsibility of the vice president of finance and administrative services. The vice president holds weekly facilities meetings to review the ongoing construction projects. Custodial staff members are assigned specific buildings or areas of responsibility and the custodial supervisor conducts nightly inspections of these areas to ensure campus cleaning standards are maintained. Currently, the scheduling and tracking of preventive and routine maintenance is accomplished through a computer database (FIXit Line). Work requests are tracked by a computer database and are updated and reviewed daily. This system also allows requesters who initiate work requests to check on the status of work orders, thereby providing easily accessible feedback to system users. **(IIIB-20, IIIB-21)**

The college regularly applies for state scheduled maintenance funds earmarked for repairs to existing structures. The availability of these funds varies from year to year, with specific guidelines for the types of projects that qualify. The allocation of these funds requires a college match. The college updates the list of scheduled maintenance projects every year. **(IIIB-22)**

SELF EVALUATION

Citrus College meets this standard. Numerous safeguards are in place to ensure that there is adequate access, safety, security and a healthful learning and working environment. The all-employee survey in spring 2007 reported that 83.7 percent of faculty, staff and students agreed that the campus facilities are adequately maintained and 82.5 percent agreed that the campus facilities adequately meet their needs. Overall, many survey respondents are happy with campus facilities as a whole. **(IIIB-23)**

Regarding safety on campus, in the All-Employee Survey, there was agreement across all college constituents that the college is a safe place. Over 90 percent of respondents felt safe on campus and 70.3 percent felt that security officers are able to answer questions about safety and security. The college continues to enhance public safety through more patrols in the evening and increased lighting around the campus. Along with new construction and new parking lots, additional lighting has been installed.

Additionally, in 2008 the Facilities and Construction Department completed a comprehensive program

review in which quantitative and qualitative measurements were employed to evaluate the department's performance in maintaining campus grounds, buildings and equipment, and in administering construction and environmental, health and safety programs. The program review also evaluated the performance of the department in terms of its effectiveness in enhancing student outcomes, saving energy and providing quality facilities for both students and the community. (IIIB-23, IIIB-30)

PLANNING AGENDA

The standard is met, and the college will continue efforts that support meeting the standard.

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.

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

Citrus College has a long-range capital planning program that consists of several elements: the *Educational and Facilities Master Plan 2001*; *Facilities Condition Assessment* produced by 3DI; *Five-Year Construction Plan*; *Educational Master Plan 2009*, and *Scheduled Maintenance Plan*. The *Five-Year Construction Plan*, a report that is filed annually with the state, lists construction projects planned for the future and fully describes how existing and projected facilities will be used. The report uses current and projected enrollment data, as well as the college's current facility space inventory, to plan facilities and to accommodate future enrollment growth. In addition, the facility condition assessment surveys the need for major maintenance projects and facility replacement. It also compares the cost of repairing and maintaining an existing facility to the cost of new construction. (IIIB-1, IIIB-7, IIIB-22, IIIB-24, IIIB-28)

The college has been successful in developing a variety of funding sources for facilities improvements. These funding sources include state and local bonds. Overall, since 2003, the college has expended over \$105 million in construction and facility projects.

SELF EVALUATION

Citrus College meets the standard. Detailed updates of current facility issues and construction projects are presented at the meetings of the Physical Resources Committee and Measure G Citizens' Oversight Committee. Faculty, staff, students and committee members are expected to disseminate the information to all members of their constituent groups and community groups. The Bond Oversight Committee information is provided on a website at www.citruscollege.edu. An *Annual Report to the Community* is also produced by the Measure G Citizens Oversight Committee and is also available on the website. (IIIB-9, IIIB-25, IIIB-26, IIIB-27)

The implementation plan produced in 2004, updated in July 2006, and again in July 2008, continues to guide the college in long-range institutional planning. (IIIB-4)

PLANNING AGENDA

The standard is met, and the college will continue efforts to support meeting the standard.

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

DESCRIPTIVE SUMMARY

Physical resource planning is fully integrated with institutional planning. In 2000, a Facilities Master Plan Committee was formed to develop a facilities master plan for Citrus College, which integrated the 2000 *Educational Master Plan*. The *Educational and Facilities Master Plan* of 2001 was the result of a year-long effort involving all college constituency groups. The consultants hired to develop the plan, tBP Architecture, interviewed administration, faculty, and staff and the community for an initial assessment of perceived facilities needs. The consultants reviewed census data and analysis and projected enrollment growth to 18,500 by 2010 as a result. The *Educational and Facilities Master Plan* is intended to meet the eventual needs of the college at 18,500 student enrollment—its educational programs and services, its modes of delivering instruction and services, its physical appearance and campus climate, and the influence of technology on all of these components by the year 2010. (IIIB-1, IIIB-28, IIIB-29)

The college also submits a *Five-Year Construction Plan* to the state on an annual basis. This entails an annual, systematic assessment on the effective use of physical resources. The results are evaluated and serve as the basis for improvement. (IIIB-7)

SELF EVALUATION

Citrus College meets the standard. The implementation plan of 2004 is used as a blueprint for educational and facilities master planning. Construction occurs in an organized and systematic way in response to the college's educational needs through the cooperation of the instruction division and the Facilities and Construction Department. Passage of Measure G allowed the college to implement the facilities priorities outlined in the *Educational and Facilities Master Plan*. Through the passage of Measure G, state bonds and scheduled maintenance funding many facilities have been completed or will be completed within the next five years. (IIIB-1, IIIB-2, IIIB-4)

PLANNING AGENDA

The standard is met, and the college will continue efforts to support meeting the standard.

IIIB EVIDENCE

- IIIB-1 *Educational and Facilities Master Plan 2001*
<http://www.citruscollege.edu/info/reports>
- IIIB-2 Bond Language–Resolution No.2003-04-13 Resolution of the Board of Trustees of the Citrus Community College District Ordering an Election, and Establishing Specifications of the Election Order
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-3 Bond Performance and Financial Audits 2006, 2007 and 2008
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-4 Citrus College Implementation Plan 2004
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-5 Measure G Project List
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-6 Report 17–Space Inventory Report October 09, 2008
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-7 *Five-Year Construction Plan 2010-2015*
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-8 Long Range Enrollment and WSCH Forecast Report
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-9 Physical Resources Committee Meeting Minutes
<http://www.citruscollege.edu/admin/president/steering/prc>
- IIIB-10 Department of California Highway Patrol – Safety Compliance Report/Terminal Record Update
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-11 United States Department of Transportation Review
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-12 Statewide Association of Community Colleges Property & Liability Inspection Report (SWACC)
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-13 County of Los Angeles Fire Department Official Inspection Report
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-14 Master Maintenance/Code Compliance Report
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-15 Hazard/Vulnerability/Risk Assessment Report
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-16 Employee Safety Guidelines Booklet
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-17 Emergency Response Procedures Flipchart
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-18 Emergency Preparedness Training Schedule
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-19 Emergency Operations Plan
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-20 Construction Program Meeting Minutes
<http://www.citruscollege.edu/finance/facilities/constructioncommittee>
- IIIB-21 FIXit Line
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-22 District Scheduled Maintenance 5-Year Plan
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-23 Working at Citrus College: Results from the All-Employee Survey – Spring 2007
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-24 Facilities Condition Assessment Report
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>
- IIIB-25 Citizens’ Oversight Committee Meeting Minutes and Reports
<http://www.citruscollege.edu/finance/bond/Documents/Forms/AllItems.aspx>
- IIIB-26 Citizens’ Oversight Committee Website
<http://www.citruscollege.edu/finance/bond>
- IIIB-27 Annual Report to Our Community by the Measure G Citizen’s Oversight Committee
http://www.citruscollege.edu/finance/bond/Documents/08report_to_community.pdf
- IIIB-28 *Educational Master Plan 2000*
<http://www.citruscollege.edu/info/reports>
- IIIB-29 *Educational Master Plan 2009*
<http://www.citruscollege.edu/info/reports>
- IIIB-30 Facilities and Construction Program Review
<http://www.citruscollege.edu/accreditation/Documents/Evidence%20Documentation/Standard%20III/Standard%20III%20B>