

Description:

Annually, in connection with the development of the College's budget and in consideration of the College's Educational Master Plan, the Divisions of the College evaluate their staffing needs. Deans and faculty in each Division examine staffing needs; the same is done by the managers in non-academic areas of the College. The Executive Council members examine the need for additional support services at the same time and develop priority recommendations. Faculty hiring recommendations are discussed with the Academic Senate and other stakeholders in the District's shared governance meetings, which are held on a regular basis; and priorities are further refined. During these discussions the state-mandated full-time faculty obligation is integrated as a critical element for analysis. Finally, the priorities are developed and combined into a college-wide list, which is recommended by the Superintendent/President for approval by the Governing Board.

Evaluation:

The College meets this standard.

Planning Agenda:

None.

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.

Description:

The College maintains one central campus and two leased buildings as temporary sites in Vacaville and Vallejo. Currently, plans are under way to build two permanent Centers, one in Vacaville and the other in Vallejo. The College also shares an Educational Center at Travis Air Force Base and offers classes at various other locations throughout the county.

The main campus located in Fairfield opened in 1971 on the current 192-acre plot. The campus has eighteen buildings, which mostly are tilt-up concrete framed. The campus has a number of portable buildings that will be removed once all of the College's Measure G Bond projects are completed.

Demographic Trends

Student enrollment at the College has increased steadily over the past five years. Instructional space for morning classes is limited; however, space for afternoon courses is available in most buildings. As the student enrollment increases, there will be further strains on the College to expand. Currently the College is at 233,835 Weekly Student Contact Hours (WSCH) for 2003-04 [3B-1]*. As currently configured, maximum capacity is 256,128 WSCH. The College is currently at 91.3% of maximum WSCH 2003-04 [3B-2].

The College is planning for the construction of various campus facilities (including one new student services building and numerous building renovations) and two permanent off-campus Centers (one in Vacaville and one in Vallejo) [3B-3].

* References are marked with square brackets [] and listed at the end of the Standard.

The College's primary concern is ensuring that the academic needs of its students and staff drive facilities' planning and operation. To improve services to its students, the College has also made a priority of committing resources, both human and technical, to the building and maintenance of a technological infrastructure, comprised of wire, fiber optics, voice and data lines and the supporting electronics. Another priority is the elimination of the fifty-year-old portables on campus, to be replaced by an all-inclusive student services building, using the "one-stop-shop" philosophy [3B-4].

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.

Description:

The Governing Board, the Executive Council, with assistance (in the form of recommendations from three-year plans [3B-5], the Educational Master Plan [3B-6] and the Bond Business Plan [3B-7]) from divisions, other campus units and the Academic Senate (as far as faculty input on campus initiatives), and outside consultants (bond planners and bond managers, such as Kitchell CEM) who are part of campus planning coordinate the planning and prioritization of all new facilities.

The Office of Administrative and Business Services is responsible for, maintenance, and operation of the physical facilities; and the Director of Maintenance and Operations is directly responsible for physical facilities. Additionally, the Maintenance and Operations Department is divided into functional areas of maintenance, custodial, and grounds. The Department, under the leadership of the Director, provides maintenance and operations of the College's physical plant.

Each supervisor conducts preventive maintenance of his/her respective unit and routine safety inspections of College buildings and grounds. The College also employs risk management experts and fire science experts to inspect buildings. The College funds preventative maintenance. Each year requests for scheduled/deferred maintenance are submitted to Facilities Planning at the CCC Chancellor's Office for review and potential funding [3B-8].

The College has a program of deferred maintenance, including scheduled replacement of roofing, large equipment and other similar items. Typically, the CCC Chancellor's Office supports District scheduled and deferred maintenance projects in roof repair and replacement, utilities replacement, and electro-mechanical repair and replacement. The Vice President of Administrative and Business Services and the Director of Maintenance and Operations prioritize these projects for Governing Board approval. The list of maintenance projects changes in cost and scope from year to year as does the funding available from the state.

The College has established and maintains effective procedures to ensure that the selection, maintenance, inventory, and replacement of all equipment are accomplished systematically to support institutional programs and services.

Each year the Director of Maintenance and Operations recommends projects to the Governing Board from the Five-Year Construction and the District Scheduled Maintenance Five-year plans [3B-9]. Upon approval of the projects for possible state funding, the funding applications are sent to the CCC Chancellor's Office. Upon state approval of the projects for funding and following Board approval of bids and execution of the contract, the Director proceeds with the projects. In addition, the Maintenance staff conducts a preventive

maintenance program for all equipment attached to or primarily servicing buildings (air conditioners, fans, lighting, etc.).

Maintenance of instructional and specialized equipment assigned to divisions is normally the responsibility of each division. An exception is hardware and software maintained by the Technology Services & Support (TSS) staff. The campus TSS staff and divisions that have technology staff maintain and replace all instructional computer hardware and software, when funds are available. Non-classroom computer equipment is maintained by the TSS staff, but replacements are usually the responsibility of the divisions or various units not part of divisions. Office equipment and office furniture are the responsibility of the unit where it resides.

The Maintenance Department tags all College equipment items valued over \$1,000 and enters every item into a formal inventory. Computer hardware and software are replaced, as the budget allows. The Maintenance and Operations Department strives to provide the highest quality of services in support of the institutional goals.

Evaluation:

The College meets this standard.

With the renovations of buildings and campus infrastructure and new buildings being constructed on the campus, the physical environment should be dramatically improved within the next five years. However, as the campus population grows, there needs to be commensurate growth of support staff, in the technology, custodial, grounds and maintenance areas to keep up with increased facilities' and grounds' use. The Bond Business Plan counts on growth to bring in new state monies to pay for these new support positions, equipment and supplies.

As the campus population increases and there are new indoor and outdoor facilities, staff will be added in the Technology Services & Support and the Maintenance and Operations Departments and will investigate alternative scheduling for these staff.

Planning Agenda:

None.

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.

Description:

Maintenance and Operations Department personnel perform general routine maintenance on our campus site, the interim Vacaville site and several smaller off-campus locations. Non-campus personnel perform maintenance at the Vallejo site and at Travis Air Force Base. The main concerns are the maintenance of a quality-learning environment at each site and the efficient use of College funds and personnel to accomplish this purpose.

Physical facilities operate and function seven days a week, twenty-four hours per day. Through computerized energy management systems, lighting and other aspects of the physical environment are monitored and controlled to provide an optimum distraction-free environment during the facilities' use.

Custodial service is provided five days per week, with additional support as required. Custodial support is also provided to outside groups using College facilities under the Civic Center Act [3B-10].

Grounds maintenance is performed five days per week and scheduled so that it minimally interferes with school activities. Grounds personnel also provide services for many College and community-sponsored activities.

Building maintenance personnel perform routine maintenance five days a week and are also on call seven days a week in the event of an emergency. Preventive maintenance, scheduled maintenance and deferred maintenance are planned, scheduled, and tracked by the Director of Maintenance and Operations. All maintenance activities are performed either by College personnel or private contractors. All projects to remodel, upgrade, and modernize the facilities are undertaken to suit the needs of programs and Divisions, as indicated by campus plans (Three-year plans, Educational Master Plan, Facilities Master Plan, et al.).

The operation, maintenance and construction of the facilities are conducted so as not to interfere with instruction whenever possible. For example, when buildings are remodeled as part of the Measure G Bond plan, the College will use “swing space” to accommodate each class displaced by construction.

Quality of facilities is maintained through inspections by facilities staff and Division personnel. All problems are addressed based on the level of the issue (such as safety first, cost-benefit analysis second, convenience items last). All staff are encouraged to report unsafe conditions by completing an unsafe conditions form. [3B-11] A few such forms are submitted each year to the Business Office. Health and safety issues are addressed first since they are the highest priority, as determined by the Director of Maintenance and Operations [3B-12].

The Director of Maintenance and Operations and the maintenance workers are accessible on campus via cell phones. When maintenance is requested for non-emergency issues, campus unit leaders submit maintenance work orders, which are prioritized by the Director of Maintenance and Operations, based on the repair’s cost and urgency. Work orders are also used to request set up for special events, such as the Hall of Fame Ceremony and graduations. Campus personnel submit thousands of work orders each year to the Director of Maintenance and Operations [3B-13].

Since the Americans with Disabilities Act (ADA) was passed in 1990, all new or remodeled buildings must meet prescribed standards. Since that time, the College has been working towards ensuring each building is in compliance. The new Bond Measure will help the College come into compliance.

The College is using Bond funds to effect ADA compliance. The campus will be much more efficient in the use of utilities once the renovations and new buildings are completed. The buildings and individual offices will also be much safer and more secure when Bond construction is finished, both on campus and at the two off-campus centers.

Efforts are being made to assure access, safety, security, and a healthy learning and working campus environment through the use of Bond funding, the Bond Manager, architects, College staff, and the state approval process for Bond projects.

Smoking is prohibited in all buildings on the College campus and within 20 feet of all building entrances.

After the Bond-supported renovations, buildings will be more secure and fire safe. New alarms, electrical upgrades, and utility efficiency modules will be installed in all renovated buildings, on and off-campus.

The Director of Maintenance and Operations ensures that as remodels occur, care is being taken to remove asbestos and other dangerous materials. There also has been an effort to remove the numerous bats that have lived in the buildings and to relocate them to natural local environments. The campus has a Safety Committee chaired by the Chief of the Solano Community College Police Department (SCCPD) and composed of representatives from all constituent groups. This Committee meets monthly to address any problems relative to unsafe conditions, emergency preparedness, and safety training [3B-14].

SCCPD currently has six full-time POST-certified (Peace Officer Standards and Training) officers; at least one officer is on duty at the campus twenty-four hours a day, seven days a week.

SCCPD has a formal Memorandum of Understanding with local law enforcement agencies that details crimes the College police will handle with or without assistance [3B-15]. All SCCPD officers are armed and have been trained appropriately.

The campus has ample parking for all employees and students. Recently additional handicapped spaces have been added in proximity to campus buildings and areas heavily used by disabled students and staff.

Evaluation:

The College meets this standard.

Planning Agenda:

None.

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.

Description:

The College attempts to calculate the Total Cost of Ownership (TCO) of new projects. In finalizing the Bond construction plans, a seven-year business plan was completed to examine funding for new support staff needed to maintain the new and renovated facilities. Increases in FTES would provide additional funds to support the maintenance and operation of the new centers and expanded facilities.

When buying new instructional equipment for technology, the College sets aside 20% additional funds for repair and replacement of those items. The College also has a system to redistribute used computer hardware when departments on campus upgrade equipment.

When computing equipment or software is needed, the Director of Technology Services and Support must approve the order [3B-16]. Accordingly, the College can discern which equipment may have hidden costs, may impact the workload of the technology staff, or fails to meet College technology standards. For other equipment, the Dean of Counseling & DSP must review potential purchases to make sure all equipment meets federal ADA guidelines.

Also the Director of Maintenance and Operations must check and sign-off to ensure an ordered item will not adversely impact the Maintenance and Operations Department with excessive repairs, installation costs, or other problems.

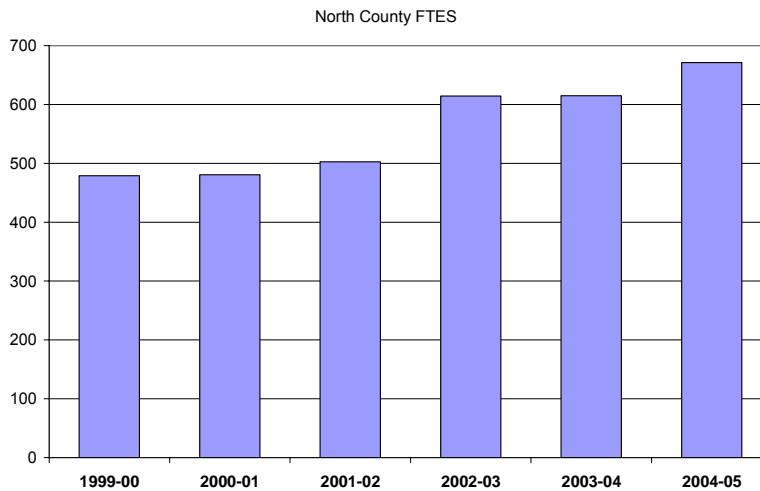
Evaluation:

The College meets this standard.

Planning Agenda:

None.

- Figure III-1: Estimated FTES at Start of Class for Past Six Academic Years in North Solano County



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.

Description:

Physical resource planning is the overall responsibility of the Superintendent/President and the Governing Board, and it is their obligation to make sure a plan is in place and followed by all constituent groups [3B-17].

The Strategic Plan [3B-18], Educational Master Plan, which contains the Institutional Initiatives/Goals, and the departmental program reviews [3B-19] and three-year plans are used to guide the overall planning for the institution. The Facilities Master Plan, the Human Resources Plan [3B-20], the Technology Plan [3B-21], the Five-Year Construction Plan, the Scheduled and Deferred Maintenance Plan all support the Educational Master Plan. The Educational Master Plan is presented to the Financial and Budget Planning Advisory Council and the Academic Senate for input and funding consideration. The Superintendent/President makes recommendations to the Governing Board for final approval of any project.

The Task Force on Program Review, Planning and Budget Development has evaluated the planning and budgeting flow for the College. By the end of the 2004-05 academic year, the flow chart of these processes should be adjusted to allow for the most sensible planning and budgeting.

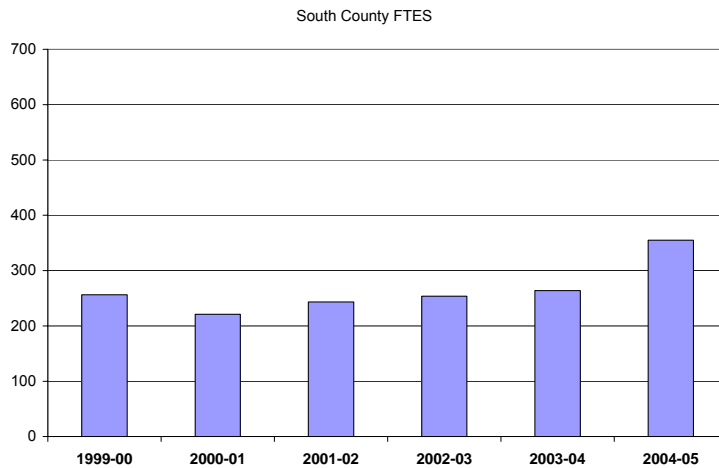
Evaluation:

The College meets this standard.

Planning Agenda:

None.

- Figure III-2: Estimated FTES at Start of Class for Past Six Academic Years in South Solano County



C. Technology Resources

Technology resources are used to support student learning programs and services and to improve institutional effectiveness. Technology planning is integrated with institutional planning.

III.C.1. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, College-wide communications, research, and operational systems.

III.C.1.a. Technology services, professional support, facilities, hardware, and software are designed to enhance the operation and effectiveness of the institution.

Description:

Much of the planning, acquisition, and support for technology is handled by the Technology Services and Support (TSS) department within Technology and Learning Resources. The mission of TSS is to service and support information technologies that aid students in the learning process and assist faculty and staff in their academic and administrative responsibilities.

Direction comes from a variety of sources. These include internal, technical needs for specific hardware and software upgrades, academic planning in the form of program reviews and three-year plans, consultation with administrative and academic computing users, as well as yearly instructional equipment requests.

Academic divisions also do their own planning and, at times, provide funding for the purchase of technologies specific to their instructional needs. Many times TSS staff will coordinate the actual purchasing, installation, and support of the technology and, at other times, divisions will do this themselves.