

**Monterey Peninsula College
Institutional Self Study Report
Standard IIIB: Physical Resources**

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**Monterey Peninsula College
Institutional Self Study Report
Standard IIIB: Physical Resources**

Safe and Sufficient Physical Resources

STANDARD IIIB

Section 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:

Monterey Peninsula College provides safe and sufficient physical resources that support its programs and services regardless of location. The college maintains the Monterey campus and the Monterey Peninsula College Education Center with two sites: the MPC Public Safety Training Center at Seaside and the MPC Education Center at Marina. The district also rents/leases other facilities throughout the county for off-site classes. A local Proposition 39 Facility Bond, Measure I, for \$145 million [IIIB.1.1] was approved by the voters in 2002, and has provided the major source of funding needed to implement the facility plans.

Facilities

The college's main campus is located on 85 acres in Monterey near the intersection of Highways 1 and 68. The 32 buildings and four modular buildings on the Monterey campus encompass 456,117 outside gross square feet. There are approximately 18 acres containing parking, 53 acres landscaped with walkways, and seven acres of undeveloped wooded areas with a ravine bisecting the campus. The MPC Public Safety Training Center at Seaside currently consists of three modular buildings totaling 3,000 outside gross square feet for offices and storage. The MPC Education Center at Marina currently consists of seven modular buildings totaling 7,580 outside gross square feet for classrooms, offices, and restrooms. The Older Adult Program uses many community venues.

In accordance with the California Community Colleges Chancellor's Office criteria, as reflected in the MPC Space Inventory of October 2007 [IIIB.1.2], the following is a summary of the college's space categories that corresponds to the specified space allocations for community colleges with MPC's enrollment.

Monterey Peninsula College, Main Campus – assignable square feet:

Lecture	33,237
Lab	63,207
Office	35,431
Library	36,209
AV/Radio/TV	6,658

Monterey Peninsula College, Education Center – assignable square feet:

Lecture	2,691
Office	2,471

Permanent facilities are currently under construction at the Public Safety Training Center at Seaside, and plans for the Education Center at Marina are at the Division of State Architect.

Monterey Peninsula College utilizes a number of processes to provide safe and sufficient physical resources in accordance with federal, state, and local regulations. The college’s efforts to ensure safety reflect a collaborative effort utilizing several committees, departments and staff members. The Vice President for Administrative Services, who is responsible for providing safe and sufficient physical resources, oversees these activities in conjunction with the Facilities Department (described in section 1a), the Security Department, the Health and Safety Committee, and Facilities Committee. While the Facilities and Security Departments report to the Vice President for Administrative Services, the Health and Safety Committee and Facilities Committee are both subcommittees of the College Council.

The Facilities Department. The Facilities Department is primarily responsible for grounds, maintenance, and custodial activities. It also serves as the lead department for any safety concerns reported, and conducts regularly scheduled safety meetings within the department regarding appropriate response to facility safety issues. The college conducts or contracts for regular inspections of various facilities and equipment as required by governmental agencies. This includes annual districtwide risk management assessments through the State-Wide Association of Community Colleges (SWACC) [IIIB.1.3 and IIIB.1.4].

The college rents/leases many facilities within the local community to offer instruction. The department initiating the lease performs an initial inspection for safety and accessibility prior to entering into a contract. The college depends on building owners to maintain all sites in the manner required by local and state codes.

The Security Department. The Security Department is primarily responsible for ensuring a safe and secure environment for all students and employees of the college, as well as for the security of real and personal property of the district. The Security Department is not a primary law enforcement agency; rather it is a security unit assigned the mission of minimizing injury, fear, anxiety, or hazards to life or health, and for protecting district and personal property from vandalism, fire, theft, and other hazards.

The Health and Safety Committee. The Health and Safety Committee's charge is to review safety and health procedures and make recommendations to the Vice President for Administrative Services [IIIB.1.5]. The Vice President for Administrative Services then brings these recommendations to the Administrative Services Advisory Group. Responsibilities of the Health and Safety Committee include reviewing safety and health procedures (including the emergency preparedness plan), monitoring and facilitating feedback on unsafe conditions, and recommending improvements. The Vice President implements recommendations where feasible, and forwards major recommendations to the College Council.

The Facilities Committee. The Facilities Committee's charge is to develop and revise, as needed, long range facilities plans [IIIB.1.6]. Membership on the Facilities Committee includes the three vice presidents (Academic Affairs, Student Services, and Administrative Services), five faculty members (appointed by the Academic Senate reflecting diverse departmental representation and terms), the Director of Facilities, one classified member (appointed by the district's classified union), and one student member (appointed by Associated Students of MPC). Responsibilities of the Facilities Committee include the following: develop a long range facilities plan, review requests for facility changes (remodeling, new construction), prioritize and recommend minor capital improvement projects, and review and recommend scheduled maintenance projects. Recommendations are to take into consideration the college's *Educational Facilities Master Plan*, institutional goals and objectives, and advisory group component goals. Recommendations are forwarded to the College Council.

The Facilities Committee has been instrumental in giving voice to programs that could easily be overlooked. The Automotive Technology program, for example, is small, in part because the building that houses the program includes a very small classroom. In reviewing the facility needs of each of the college's buildings, the Facilities Committee recognized that the Automotive Technology program could be better served. Plans are now being implemented to enhance the facilities that house the Automotive Technology program.

Improvements to the Education Center at Marina and the MPC Public Safety Training Center at Seaside have also been supported through the Facilities Committee. This committee recognized the opportunities available to serve MPC's student population through its properties in Seaside and Marina and thus recommended that permanent facilities be renovated or built in those locations.

Equipment

The college employs similar campuswide processes to monitor the safety and sufficiency of its equipment. Virtually all equipment needs are made known to campus constituencies through action plans. State instructional equipment funds are received annually and distributed through the MPC planning and resource allocation process

[IIIB.1.7]. The district also supports a technology refreshment plan [IIIB.1.8] through a \$250,000 annual budget. As part of the bond plan, a separate \$4 million budget was established for furniture and equipment needs associated with new construction or renovation projects. To date, almost \$700,000 has been expended for equipment improvement through bond funds, which includes Lecture Forum improvements and replacement of all lecture classroom furniture.

The college has several means to support the equipment needs of the distance education delivery modes it offers. In 2007, MPC entered into a formal agreement with California State University Monterey Bay (CSUMB) and Gavilan College to cooperate on distance learning technology, training, and support. The college also established an informal collaboration with DeAnza College, San Francisco State University, and Humboldt State University. Other colleges and universities have since participated with this group. CSUMB hosts the course management server for online learning (Moodle server), and Gavilan College and MPC each pays an established fee to cover the costs, including technical support and training sessions, for faculty and technical staff. Updates to Moodle are coordinated among the formal and informal group schools for ease of support. Campus equipment needs are juried along with campuswide budget requests through the established planning and resource allocation process. Distance education equipment is included in the technology refreshment schedule.

Evaluation – Standard IIIB.1: MPC meets this standard.

The district provides safe and sufficient physical resources that support programs and services at all locations. Additionally, MPC inspects and reviews all other locations where MPC courses are offered and relies on the owners/agencies of these locations to meet federal, state, or local code requirements. The district committees charged with oversight of safety meet regularly to evaluate health and safety issues and processes and move items to resolution. The college has processes in place that address issues raised regarding the sufficiency of institutional facilities and equipment and to prioritize needs within the scope of available resources. These processes enable various segments at the college to provide input. While the college is attempting to expand and renovate facilities with new monies from the state and a local bond (Measure I), there are still insufficient funds available to make all the desired improvements.

The state capacity load ratios indicate the campus has an excess of lecture and office space, but could use additional laboratory space. Capacity load ratios are used to help the college determine how effectively building space is being used. In general, this is a measure of the capacity of college facilities in relation to weekly student contact hours. These figures are calculated each year as part of MPC's *Five Year Construction Plan* [IIIB.1.9]. The district's *2010-2014 Five Year Construction Plan* indicates a lecture capacity load ratio of 123 percent for 2009-2010, increasing to 158 percent in 2011-2012. The laboratory capacity load ratio is 87 percent for 2009-2010, increasing to 88 percent in 2011-2012. The office capacity load ratio is 124 percent for 2009-2010, increasing to 146 percent in 2011-2012. The college is sensitive to these numbers and continues to

consider how best to align its capacity load ratios with the state. The goal is to use space wisely, yet provide sufficient facilities for each program and service.

Responses to accreditation survey questions related to physical resources affirm the college’s efforts for improvement. Respondents totaling 85.99 percent felt the college buildings provide a safe and healthy environment to work and learn. Additionally, 74.7 percent of respondents agreed they have adequate space to do their jobs.

The results from the Noel-Levitz Student Satisfaction Inventory (SSI) are mixed. There were a couple areas that are identified as “challenges” (items with *high* importance ratings and relatively lower *satisfaction* ratings). For example, students feel that a campus that is “safe and secure for all students” is very important (importance rating of 6.32 out of 7), but students’ level of satisfaction with this item on this item is only 5.05 out of 7. Similarly, it is very important to students that “parking lots are well-lighted and secure (importance rating of 6.20), but the level of satisfaction was relatively low (4.69 out of 7).

By contrast, students feel that “on the whole, the campus is well-maintained” (overall satisfaction rating of 5.88 out of 7). This supports the improvements and changes to facilities that the college has been making.

Plan – Standard IIIB.1:

None

Evidence:

IIIB.1.1	Prop. 39 Bond Measure I	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Bond%20Measure%201%20Ballot%20and%20Proposition,%20November%205,%202002.pdf
IIIB.1.2	Space Certification Inventory 2007	http://mympc.mpc.edu/Committees/FacilitiesCommittee/Report%2017%20Certification%20Oct%202%202007/Forms/AllItems.aspx .
IIIB.1.3	SWACC-Property and Liability Inspection-Report 2007	http://mympc.mpc.edu/Committees/HealthSafety/Documents/MPC%20SWACC%20Inspection%20report%202007%20with%20status.pdf .
IIIB.1.4	SWACC-Property and Liability Inspection-Follow up Audit 2008.	http://mympc.mpc.edu/Committees/HealthSafety/Documents/Monterey%20Peninsula%20SWACC%20Follow%20Up%20Audit%2011-08.pdf .
IIIB.1.5	Health and Safety Committee	http://mympc.mpc.edu/Committees/HealthSafety/Pages/default.aspx
IIIB.1.6	Facilities Committee	http://mympc.mpc.edu/Committees/FacilitiesCommittee/Pages/default.aspx

IIIB.1.7	MPC Planning and Resource Allocation Process	http://www.mpc.edu/collegecouncil/College Council Bylaws/MPC Planning Resource Allocation Process update 3-08 (2).pdf
IIIB.1.8	Technology Refreshment Plan	http://mympc.mpc.edu/Committees/TechCommittee/Shared%20Documents/Technology%20Refreshment%20Summary%20Plan%20for%202008.pdf .
IIIB.1.9	2010-14 Five Year Construction Plan	http://mympc.mpc.edu/Committees/FacilitiesCommittee/Five%20Year%20Construction%20Plans/Forms/AllItems.aspx .

**Monterey Peninsula College
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Effective Utilization of Physical Resources

STANDARD IIIB

Section 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:

Monterey Peninsula Collge has worked diligently to plan, build, maintain, upgrade, and/or replace its physical resources in a manner that assures effective utilization and continuing quality. With support from state funding and the passage of Measure I, a local bond, the college has been able to significantly improve much of its central campus and prepare to meet the educational needs of other parts of its district.

Planning

The current plans for facilities started with an update of the *Educational Master Plan* [IIIB1a.1] through the leadership of the Vice President for Academic Affairs with input from advisory groups across campus. The Board of Trustees adopted this plan in 2003. The facility portion has been updated since the adoption of the plan. The *Educational Master Plan* focuses on the needs of departments and programs in terms of staffing, equipment, and facilities. This plan takes into consideration program and services needs developed through program review. Plans specifically related to facilities include:

- A facility condition assessment report [IIIB.1.a.2] was completed in 2002 as part of a statewide evaluation of community college facilities. The analysis consisted of detailed inspections of the general site (utilities, signage, sidewalks, roads, parking lots, amphitheater, and electrical) and the interior and exterior of each building. An updated facility condition assessment report [IIIB.1.a.3] was completed for MPC in 2004 by a local architectural firm to provide more detailed and current numbers. The reports indicate that the general site and many of MPC's buildings were in need of repair or exceeded their expected lifespan and a campuswide renovation was necessary. The latter report indicated total repair cost assessment of the general site was \$21,783,677 and \$80,894,702 for all buildings.

- An *Educational/Facilities Master Plan* (a.k.a. Space Quantification and Facilities Master Plan) [IIIB.1.a.4] dated January 2004 was approved by the Board of Trustees in February 2004. This comprehensive plan was developed with input from faculty and staff to provide the necessary data and foundation upon which instructional and support service facilities meet the needs of the district. The plan was intended to guide the district to a building/facility program addressing the needs of the college and its campus centers through the year 2020. A funding plan [IIIB.1.a.5] was subsequently approved by the Board in June 2004. Taking projects identified in the *Educational/Facilities Master Plan* [IIIB.1.a.4], the funding plan identified a total capital construction budget of \$212 million, based on \$145 million in MPC Bond funds, \$47 million state capital construction funds, and \$17 million in other public and private funding. The plan also provided the timelines for projects and application of matching state funds. The funding plan was again changed in 2008 and updated with the *Facility Projects – Current Priority List* dated April 9, 2008 [IIIB.1.a.6]. The *Current Priority List* was developed by the Facilities Committee to accommodate changes in state funding, construction costs, and utilization. The *Educational/Facilities Master Plan* [IIIB.1.a.4] and funding plan [IIIB.1.a.5] represent the district’s 12 to 15 year construction program.
- A *Facility Master Plan Implementation* [IIIB.1.a.7] was approved by the Board in March 2004. The implementation plan included organizational and responsibilities charts, including project teams. In order to consider the programmatic needs of programs and services, building project teams are formed to provide input in the initial planning phase of each new building or building renovation project. Each project team includes faculty and classified staff who work within the program impacted. Each project team also includes the selected architect, construction managers, engineers, special consultants if required, and the director of the Facilities Department. Each project team is involved in the planning and design or renovation of the building and assists in the selection of equipment, furniture, and finishes. Project teams serve as the liaison between end users and the designers to ensure the final project meets the needs of the program and services.
- A *Physical Master Plan* [IIIB.1.a.8] was approved by the Board in October 2005, describing how facilities best support the *Educational Master Plan*. The physical plan provides MPC with an overall framework for future development on campus that will improve access and navigation around campus, strengthen the connections between academic programs, and promote the existing natural environment. The result is a vision for what MPC can become, a concept that will reorganize the campus into a more cohesive whole, enhancing the educational experience of future students.
- An *Education Center Physical Master Plan* [IIIB.1.a.9] was approved by the Board in March 2006 that describes the physical plans for the Education Center sites at Seaside and Marina. The final physical plans for both sites have been

altered somewhat from the *Master Plan* to accommodate changes approved by the Board of Trustees.

- A *Five-Year Construction Plan* [IIIB.1.a.10] is created and approved annually by the Board as required by the California Community College Chancellor's Office. A construction plan is required to be eligible for potential state funding for capital projects.
- A *Five-Year Schedule Maintenance Plan* [IIIB.1.a.11] is created and approved annually by the Board as required by the California Community Colleges Chancellor's Office. The *Scheduled Maintenance Plan* is required to be eligible for potential state funding for maintenance projects.
- California Environmental Quality Act (CEQA) required plans and declarations were developed and approved by the Board for the *Monterey Physical Master Plan*, the Education Center at Marina and the Public Safety Training Center at Seaside. In addition to the normal environmental concerns that are addressed with a CEQA plan, construction on the Monterey Peninsula requires special planning and mitigation activities. The campus native pines and oaks must be protected and assorted wildlife such as raccoons and Canadian geese must be managed. Mitigation measures for all issues are addressed in these plans.
- Other facility related plans include the following: the *Storm Water Management Plan September 2004* [IIIB.1.a.13], the *Universal Waste Plan May 2006* [IIIB.1.a.12], , *Accessibility Surveys February 2006* [IIIB.1.a.14], and *Fire Alarm Assessment December 2007* [IIIB.1.a.15].

The Proposition 39 Facility Bond Measure I approved in 2002 provides the major source of funding needed to implement the facility plans. The plans developed are consistent with the stated purpose of the bond with the goal of reshaping the campus and other college facilities to best serve the community for the next 50 years. As stated in 2002, the purpose of the bond is to prepare Monterey Peninsula College students for jobs and four-year universities by repairing deteriorating roofs, worn wiring/plumbing, inefficient heating/cooling systems; renovating aging classrooms and labs; repairing/acquiring/constructing/equipping college buildings, library, public safety training facility, sites, science and computer labs; upgrading technology campuswide; and training computer technicians. Bond funds are expended with strict accountability safeguards, including a Citizens Oversight Committee and annual audits.

The district's Facilities Committee (described in section 1 of this standard) works to maintain up-to-date facility plans. The committee meets regularly to review and implement the district's facility plans. This committee has worked diligently to understand the college's space use as determined through assignable square footage and capacity load ratios, as well as program and building needs.

The Facilities Committee established the following standards in making any recommended alterations to the *Facilities Master Plan* [IIIB.1.a.3]:

- Base decisions on verified data (e.g. assignable square footage, building conditions, and actual dollars available)
- Maximize additional outside funding
- Use state capacity/load guidelines
- Base decisions on district and student needs
- Not build unless it results in substantial improvement
- Establish minimum renovation standards for all buildings
- Consider the needs of each program

These standards have been instrumental in helping the Facilities Committee make wise choices in improving campus facilities in various locations.

Ensuring Facilities Needs are Understood and Met

The college's program review process is used to ensure that programmatic and service needs determine equipment replacement and maintenance. It also serves to evaluate the effectiveness of facilities and equipment in meeting the needs of programs and services. In the last two years, the program review process has incorporated a section on overarching issues, which calls attention to institutional concerns in facilities, human resources, technology needs, etc. These needs are addressed as funds permit.

Resource allocation processes are clearly defined and any budgetary requests must be tied to program review funding or recommendations. All campus departments are involved with budget planning requests which are prioritized through the planning and resource allocation process [IIIB.1.a.16], which is described in detail in Standard IB. The expenditure of bond funds earmarked for equipment, instructional block grant funds, and technology replacement funds are allocated in the same manner.

Although the process to establish priorities for equipment replacement and maintenance is defined by the planning and resource allocation process, funds to meet equipment needs are not always available. In 2007-2008, budgetary requests (Instructional Equipment – One-Time/Ongoing Funds – Spring 2008) from Academic Affairs alone totaled \$650,791 while funds available were only \$85,280.

Maintaining Facilities

The Facilities Department has responsibility for the ongoing cleaning and maintenance of all district buildings, grounds, and related utilities systems and equipment at all campus locations. The department is organized into four units or areas of responsibility. These are maintenance, grounds, custodial and shipping and receiving. The department is staffed by a management team of four, which includes a director of facilities and three supervisors who direct 31 facilities associates. The Facilities Department staff have a

presence on campus from 6:30 a.m. to 11:30 p.m. Monday through Friday. Weekend and special event support is regularly scheduled.

The staff are guided by the following mission statement:

The mission of the Monterey Peninsula College Facilities Department is to provide a safe and comfortable environment to support the pursuit of academic excellence at Monterey Peninsula Community College District.

The components of this mission include the following:

- Maintenance of the integrity and appearance of the district's buildings, grounds, equipment, and all services by strict adherences to established standards in work practices/processes and materials
- Administration of efficient, high quality, and uninterrupted service distribution of water, power and communications
- Consistent execution of safe, convenient, and efficient transportation services
- Consistent compliance with all safety and environmental health regulations
- Consistent observation and effort applied to the preservation of nature, the environment, and all related practices thereof (recycling, green, solar, etc.)
- Consistent and ongoing facilities replacement/refreshment of all capital assets (buildings, equipment, furniture, athletic fields, pool, tennis courts, marine labs, outdoor training facilities, roads, parking lots, major utilities, other infrastructure, etc.) using local, state, and federal bonds and grants

This mission will be accomplished by a commitment to proactive planning and inspection together with a comprehensive proactive maintenance program.

The department staff are responsible for responding to districtwide requests for service or hazardous condition reports. These requests are usually made by campus email to the "Facilities" collective address. This email is distributed directly to the members of the management team for appropriate and timely response. Requests made by phone are handled quickly and efficiently, as well.

Evaluation – Standard IIIB.1.a: MPC meets this standard.

The district, within the funding available, plans, builds, maintains, and upgrades or replaces its physical resources in a manner that ensures the effective utilization and the continuing quality necessary to support its programs and services. For example, since the last accreditation self study, the college has made a significant effort to improve parking on campus. Parking on campus has been especially problematic during the onset of fall and spring semesters and particularly so during certain days and times of the week. A traffic engineering study was conducted in 2004 to help the campus plan future implementation of traffic and parking improvements. Since then, improvements made include:

- an increase in the number of available spaces (from 1,345 to the current 1,802)
- improved traffic flow through reconfiguration of parking lots, ingress and egress areas
- implementation of better signage, lighting and accessibility to walkways
- enhanced pick-up and drop-off points with the construction of the new Child Development Center and the reconfiguration of parking lots that serve the Administration, Student Center, and Student Service buildings. Improvement to this area allowed for the implementation of a bus passenger pick-up and drop-off at the heart of campus for the first time in spring 2009.
- additional bicycle racks. These were obtained through a grant from the local TAMC (Transportation Agency of Monterey County).

The impact of class scheduling practices is also being reviewed to spread out the need for parking and better utilize facilities in general.

The district has detailed plans for capital construction that provide direction to the district for the next 10 to 15 years. The organizational structure for construction projects requires each project to have a building project team that includes faculty and staff who work within the respective programs. Project teams are intimately involved in the design phase of projects, which helps ensure programmatic needs are met.

The Facilities Committee reviews facility plans and works to ensure facility plans are up-to-date, realistic, and supportive of programs and services. This committee is made up of a diverse group of campus representatives, the composition of which includes the vice presidents (Administrative Services, Student Services, and Academic Affairs), the Director of Facilities, five faculty members appointed by the Academic Senate, one classified employee, and one student appointed by the Associated Students of Monterey Peninsula College. The ongoing planning and review process allows the district to maintain flexibility in working with the state's changing economic status (i.e., state community college capital construction funding program, changing costs for construction, and needs of the campus).

Since 2002, the district has raised over \$175 million to implement its facility plans. A local Proposition 39 Facility Bond, Measure I, [IIIB.1.a.17] for \$145 million to build and upgrade facilities was passed in November 2002. Also since 2002, the district has received over \$26.8 million from state capital outlay funding. In addition, the college contracted with Siemens Corporation to complete a \$2.8 million campuswide energy conservation program where all buildings were retrofitted with energy conserving light bulbs, ballasts, and automatic controls. New heating and ventilation system controls were installed for further conservation. Utility cost savings over the next seven years will be used to pay Siemens Corporation for the system upgrades. Other sources providing funding for facilities and equipment include the college general fund, state provided scheduled maintenance money, instructional equipment block grants, donations, and other grants.

The culmination of these processes has led to an impressive list of completed projects, equipment upgrades and a significant improvement to the campus as a whole. These planning processes have allowed the college to produce an outstanding list of physical resource improvements. The following projects have been completed since 2002:

- Telephone system
- New Facilities building
- HVAC repairs
- Infrastructure/parking-phase I and II
- Child Development Center building
- Lecture Forum renovation
- Social Science building seismic renovation
- PE field, Track and Fitness building
- Library and Technology Center
- Roof replacements
- New Administration/Old Library building renovation
- Gym floor/seismic renovation
- New lecture classroom furniture campuswide
- Gymnasium bleacher renovation
- Family and Consumer Science building renovation

The following projects are currently in process:

- Automotive Technology building
- Education Center building at Marina
- Furniture and equipment
- Public Safety Training Center at Seaside renovation
- Student Services building
- Swing space/interim housing
- Infrastructure/parking-phase III
- Student Center renovation, infrastructure-phase III.

The following projects are planned:

- Nursing building roof replacement
- Gym/locker room renovation-PE phase II
- Pool/tennis courts renovation
- Humanities/Business-Humanities/Student Services building renovation
- Math/Science building renovation (Life Science, Physical Science, and Business Computer Science)
- Art Studio/Art Ceramics/Art Dimensional/International Center/Drafting building renovation
- Public Safety Training Center – Parker Flats
- Theater renovation

- Music building renovation

The Facilities Department staff strive to provide the best service possible within the constraints of their staffing and funding limitations. In their 2008-2009 program review [IIIB1a.18], the department noted several areas of concern for improvement including staffing, supplies, equipment, and funding for preventive maintenance. The program review is timely in light of the completed and future bond projects which have resulted in additional building square footage on the Monterey campus and at the new Education Center at Marina. The department submits annual action plan requests to address these needs through the MPC planning and resource allocation process.

Plan – Standard IIIB.1.a:

None

Evidence:

IIIB.1.a.1	Educational Master Plan 2003	http://www.mpcfaculty.net/accreditation/programreview/mpc%20educational%20master%20plan%202003.pdf
IIIB.1.a.2	Facilities Condition Assessment Report 2002	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Facility%20Conditions%20Assessment%20Report,%20Wald%20Ruhke%20Dost,%20October%2028,%202002.pdf
IIIB.1.a.3	Facility Condition Assessment Report 2004	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Facility%20Conditions%20Assessment,%20June%205,%202006.pdf
IIIB.1.a.4	Educational/Facilities Master Plan	http://www.mpc.edu/presidetnsoffice/Documents/MPCEducationalAndFacilitiesMasterPlan.pdf
IIIB.1.a.5	Funding Plan	http://www.mpc.edu/collegecouncil/College%20Council%20Bylaws/2004%20-%20Master%20Plan-funding%20and%20related/Maas%20Funding%20Plan%20Board%20Report%20June%2016%202004.pdf
IIIB.1.a.6	Facility Projects Priority list, April 9, 2008	http://www.mpc.edu/collegecouncil/College%20Council%20Minutes/College%20Council%20April%2015%202008/Facility%20Projects%20Priorities-%20CC%20and%20Brd%20approved%204-2008.pdf
IIIB.1.a.7	Facility Master Plan Implementation	Need to locate http://mympc.mpc.edu/AdministrativeServices/Facilities/Pages/default.aspx
IIIB.1.a.8	Physical Master Plan	http://www.mpc.edu/mpcbond/Documents/MPCOctoberPMP.pdf
IIIB.1.a.9	Education Center	http://www.mpc.edu/mpcbond/Documents/Physical%20Education%20Center%20Master%20Plan.pdf

	Physical Master Plan	20Master%20Plan%203-14-06.pdf
IIIB.1.a.10	Five Year Construction Plan	http://mympc.mpc.edu/Committees/FacilitiesCommittee/Five%20Year%20Construction%20Plans/Forms/AllItems.aspx
IIIB.1.a.11	Five Year Scheduled Maintenance Plan	http://mympc.mpc.edu/AdministrativeServices/Documents and required reports/default.aspx
IIIB.1.a.12	Storm Water Management Plan, Sept. 2004	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Storm%20Water%20Management,%20September%202024,%202004.pdf
IIIB.1.a.13	Universal Waste Plan-May2006	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Universal%20Waste%20Plan,%20May,%202006.pdf
IIIB.1.a.14	Accessibility Surveys, February 2006	To be posted. http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Forms/AllItems.aspx
IIIB.1.a.15	Fire Alarm Assessment	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Fire%20Alarm%20Assessment%2011.13.06.pdf
IIIB.1.a.16	MPC Planning and Resource Allocation Process	http://www.mpc.edu/collegecouncil/College Council Bylaws/MPC Planning Resource Allocation Process update 3-08 (2).pdf
IIIB.1.a.17	Prop. 39 Bond Measure I	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Bond%20Measure%20I%20Ballot%20and%20Proposition,%20November%202005,%202002.pdf
IIIB.1.a.18	Facilities Program Review	To be posted.

**Monterey Peninsula College
Institutional Self Study Report
Standard IIIB: Physical Resources**

Safe and Healthy Learning and Working Environments

STANDARD IIIB

Section 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:

Monterey Peninsula College takes seriously its obligation to provide safe, accessible facilities at all locations it offers instruction, as well as to provide a healthy environment for students and faculty/staff members as witnessed by the mission statement of the Facilities Department. The college has multiple ongoing processes to help identify safety, accessibility, and security issues and respond to them appropriately.

Safety and Accessibility

The college conducts annual State-Wide Association of Community Colleges (SWACC) [IIIB.1.b.1] property and liability safety surveys which inspect all building and premises for unsafe conditions. The Facilities Department has primary responsibility for responding to issues raised and mitigating the concerns. Facilities staff members are charged with reporting unsafe conditions as they arise and are trained to identify possible safety issues. Training has included back injury prevention; eye protection; driving safety; chemical safety spills and leaks; ladder safety; blood borne pathogens; and slips, trips, and falls. Campus security staff also have responsibility for identifying and reporting unsafe conditions. The district's Health and Safety Committee [IIIB.1.b.2] reviews reports of unsafe or hazardous conditions and makes recommendations to the Vice President of Administrative Services for remedial action.

A comparative analysis prepared by Keenan and Associates of workers' compensation claims for fiscal years 2005-2006, 2006-2007, and 2007-2008 indicates slip/fall claims make up the highest percentage of frequency claims (28 percent) for the district. Many of the potential hazards have recently been addressed with the sidewalk construction being part of the campus infrastructure project.

As part of its effort to ensure accessibility to all campus facilities, the college hired a consultant to conduct an extensive accessibility study in 2005 [IIIB.1.b.3] to ensure compliance with the Americans with Disabilities Act (ADA). As a result of this survey,

the college has methodologies and assurances in place to provide access to programs, services, and activities. The college has completed and is currently implementing an Americans with Disabilities Act (ADA) transition/barrier removal plan, in accordance with Title II of the ADA, that identifies any possible barriers for program accessibility. The ADA implementation plan projects a schedule for barrier removal. The plan includes federal accessibility standards ADA Accessibility Guidelines (ADAAG) and state accessibility standards (Title 24 of the California Building Code) [III.B.1.b.4] and has applied the standard (federal or state) that provides for greater level of accessibility. The plan also includes identified safety items. The college has committed to allocating funds and has procedures in place for ongoing efforts for barrier removal.

As a result of the survey, many accessibility issues have been addressed since the last accreditation report. Among these are:

- installation of automatic doors at several locations
- improvement to accessible parking
- improvements to existing sidewalks and removal of trip hazards
- improved campus outdoor lighting on sidewalks and in parking lots
- improvements in campus restrooms to address accessibility issues
- improvement to campus furniture including accessible desks

The utilization of bond funds has allowed the college to address many accessibility and safety matters. All construction projects, including those at center sites, are designed to meet federal, state, and local code requirements for safety and accessibility. All construction project plans are submitted to the Department of State Architect for fire, life, safety, access, and structure review. Removal of existing hazardous materials is included in building and remodeling plans. In addition, all community college construction projects are mandated to be reviewed by an Inspector of Record (IOR) who is certified through DSA.

The following campus projects have met review standards and are now completed:

- community stadium, football, soccer and softball field project
- New Fitness Center/Pool building including PE area elevator now under construction
- remodel of Social Science building including seismic upgrade and ADA compliant restrooms
- remodel of Lecture Forum, lecture halls and ADA compliant restrooms
- Gymnasium renovation including seismic upgrade and ADA compliant restrooms
- new Child Development Center
- new ADA accessible sidewalk and ramp at the baseball field
- new bridge construction near Lecture Forum, including ADA compliant access
- new campus promenade, which is ADA compliant and serves as emergency vehicle access
- new upper campus bus stop

- new and renovated parking lots

State review is also applicable to facilities at off campus sites. The following projects have been completed or are currently in progress:

- installation of modular buildings at the Education Center at Marina including construction of parking and accessible walkways
- installation of modular buildings at the Public Safety Training Center at Seaside
- remodel of two buildings at the Public Safety Training Center at Seaside

Security

The college has in place a campus Security Department whose stated mission is to provide for the safety of students, college employees, and visitors to the campus and for the security of real and personal property of the district.

The Security Department is not a primary law enforcement agency; rather it is a security unit assigned the mission of minimizing injury, fear, anxiety, or hazards to life or health, and for protecting district and personal property from vandalism, fire, theft, and other hazards. The campus falls under the jurisdiction of the Monterey Police Department, which is responsible for enforcement of laws. The campus Security Department provides a presence and serves to be the eyes and ears (observe and report) during official business hours. It functions as the liaison with local law enforcement agencies by reporting incidents to the proper authorities, providing a visible presence to deter theft, accommodating orderly flow of traffic and parking, assisting in the enforcement of the college's policies, and consistently reporting campus crime statistics and safety issues (lights out, slip/trip hazards, road and vehicle hazards, etc.).

All security staff are supplied with cell phones for communication. The existing security phone number is either staffed, or calls are forwarded from this phone to the cell phone of the person on duty. Security staff make daily visits to the MPC Education Center at Marina and the Public Safety Training Center at Seaside. In addition, trained staff members are on site at the Public Safety Training Center at Seaside.

Campus security also supervises the operation of campus tram services, which provide transportation throughout the campus and parking lots for students and staff with mobility issues. Tram operators expand the eyes and ears of campus security staff particularly in parking areas. All tram drivers are issued radios to enhance communication.

In compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, Monterey Peninsula College reports this information to the Office of Postsecondary Education Campus Security Statistics Website in cooperation with the U.S. Department of Education [IIB.1.b.5].

Criminal Offenses – On Campus

2005 2006 2007

Murder/Non/negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	2
Robbery	0	0	0
Aggravated Assault	1	2	0
Burglary	8	8	4
Motor Vehicle Theft	2	1	2
Arson	0	0	0
Criminal Offenses – Public Property	2005	2006	2007
(Crimes reported within a one mile radius of the campus including public parks.)			
Murder/Non/negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	1	1	1
Sex Offenses – Non-forcible	0	0	0
Robbery	0	1	2
Aggravated Assault	2	7	2
Burglary	8	0	0
Motor Vehicle Theft	0	6	3
Arson	0	0	0
Parking Citations	05/06	06/07	07/08
Total	4,217	3,425	4,962

The campus Security Department has been instrumental in developing the campus emergency preparedness plan to address procedures to be followed in the event of an emergency. The plan utilizes the incident command structure, and campuswide training has been conducted with all faculty, staff, and administrators responsible for various areas of campus. The Security Department reviews the emergency action guide, which is distributed and posted in all campus buildings. The college has recently installed a campuswide emergency notification system (comprised of a base station controlling interior and exterior speakers of the public address system) which allows immediate communication to all parts of a large campus. The existing Cisco phone system and campus network are also used to enhance emergency notification and communication.

In 2006, Alfa Tech Cambridge Group (ATCG) performed a fire alarm system survey of the MPC campus [IIIB.1.b.6] ATCG found most of the campus to be code compliant, but recommended that all buildings upgrade to a code compliant fire alarm system. The installation of addressable fire alarm systems and a centralized reporting system would offer better communication, greater flexibility, increased longevity, and quicker response by the city fire department to the actual fire origin. Fire alarms in each building are being addressed when the building is renovated.

The college has in place a plan for dealing with hazardous waste. The college generates hazardous waste, universal waste, and recyclable wastes from instructional and support activities. Examples of these are oil or antifreeze from the Automotive Technology Department or chemical waste from instructional experiments in the Chemistry Department. These wastes are managed in conformance with federal, state, county, and local regulations. Hazardous waste handling, control, and disposal is managed and supervised by the safety program coordinator from the Northern California Community College Pool (NCCCCP). The college is defined as a small quantity generator of hazardous waste requiring waste pick-up twice per year. The safety program coordinator works with and trains college staff to ensure hazardous materials are stored, handled and disposed of in accordance with safety standards. The safety program coordinator is also responsible for filing required documents with appropriate agencies.

Waste generated day to day at the college may be recycled, treated, or disposed of based on the nature of the waste. This function is managed by the Facilities Department including some hazardous waste such as florescent lights, batteries, and latex paint. Facilities staff are responsible for filing annual state agency waste management reports. The college has received a commendation for the efficient means it has in place for handling waste and its efforts in recycling.

Evaluation – Standard IIIB.1.b: MPC meets this standard.

MPC’s physical resources are constructed and maintained to provide accessible, safe, secure, and healthy learning and working environments. Evidence demonstrates that the college has made strong efforts to ensure accessibility by funding new construction, renovation, and maintenance projects. Safety, security, and health conditions have received considerable attention through campuswide processes and by all responsible district parties. Since 2002, MPC has made considerable improvements relevant to access, safety, and health; future plans and projects will address remaining issues.

Responses to accreditation survey questions related to feeling safe on campus show 98.6 percent of the respondents strongly agree or somewhat agree that they feel safe on campus during the day, and 74.9 percent of the respondents strongly agree or somewhat agree that they feel safe on campus at night.

Plan – Standard IIIB.1.b:

None

Evidence:

IIIB.1.b.1	SWACC-Property and Liability Inspection-Follow up Audit 2008.	http://mympc.mpc.edu/Committees/Health Safety/Documents/Monterey% 20Peninsula % 20SWACC% 20Follow% 20Up% 20Audit % 2011-08.pdf .
IIIB.1.b.2	Health and Safety Committee	http://mympc.mpc.edu/Committees/Health Safety/Pages/default.aspx
IIIB.1.b.3	Accessibility Surveys, February 2006	To be posted. http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Forms/AllItems.aspx
IIIB.1.b.4	Title 24 of the California Building Code)	http://www.dsa.dgs.ca.gov/Code/default.htm
IIIB.1.b.5	Campus Crime Statistics Data	http://www.ope.ed.gov/security/InstList.aspx
IIIB.1.b.6	Fire Alarm Assessment	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Fire% 20Alarm% 20Assessment% 2011.13.06.pdf

**Monterey Peninsula College
Institutional Self Study Report
Standard IIIB: Physical Resources**

Planning and Evaluating Facilities and Equipment

**STANDARD IIIB
Section 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.

Description:

Physical Resources Evaluation

The college evaluates the sufficiency of its physical resources by means of several institutional processes. The current plans for facilities started with an update of the *Educational Master Plan* in 2003 [IIIB.2.1], which focuses on the needs of departments and programs in terms of staffing, equipment, and facilities. The *Educational Master Plan* takes into consideration program and services needs developed through program review and includes planning for new facilities in Marina and Seaside. Community needs assessments have been conducted to determine what kinds of courses people in the service area desire. The most recent community needs assessment examined interest in courses at both the Monterey campus and at the Education Center at Marina [IIIB.2.2]. The *Educational/Facilities Master Plan* [IIIB.2.3], adopted in 2004, provides the necessary data and foundation upon which facilities needs of the district are determined. The data provided includes student demographics, faculty and staff needs, and space/facility requirements for the current and projected instructional programs and for student support services.

The district has completed two evaluations of its facilities: one in 2002 [IIIB.2.4] as part of a statewide evaluation of community college facilities assessment, and a second in 2004 [IIIB.2.4.5] conducted by a local architectural firm (described in section 1.a of this Standard). Both facility condition analyses consisted of detailed inspections of the general site (utilities, signage, sidewalks, roads, parking lots, amphitheater, and electrical) and the interior and exterior of each building. The reports indicated repairs needed to both the general site and the district's current buildings. The latter report indicated total repair cost assessment of the general site was \$21,783,677 and \$80,894,702 for all buildings.

One of the major considerations in all college facility planning is capacity load ratios. In general, this is a measure of the capacity of the college facilities in relation to the weekly

student contact hours (WSCH) that the college generates. According to state formulas, Monterey Peninsula College has excess capacity (see Standard 1 EVALUATION). Hence, whenever the college submits a project to the state for funding (Initial Project Proposal or Final Project Proposal), this excess capacity has been taken into account. When the state juries projects, each project is assigned points in order to rank projects submitted by different colleges. A portion of the points awarded to certain projects is based on the capacity load ratio. So it is in the college's best interest to consider capacity load ratios when projects are submitted. In more general terms, reducing the amount of space on campus in relation to WSCH results in reduced costs for maintenance and repair for the college overall.

Facilities Evaluation. The Facilities Committee has the task of continually evaluating facility plans and recommending modifications to anticipate and accommodate changes. This broad-base campus committee has committed to specific criteria for decision making including basing "decisions on district student needs" and taking "program needs into consideration." Facility plans are fluid, because of the time span they cover (12-15 years) and because of escalating construction costs, changes in state funding assumptions, and other changing conditions.

The Facilities Committee is currently revising the scope of all remaining proposed projects, since the college anticipates a reduction in state matching funds. The following Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) have been submitted to the state for potential matching funding:

- Music/Theater
- Math/Physical Science/Life Science/Business
- Humanities/Business (including Humanities, Business-Humanities, and the old Student Services building)
- Public Safety at Parker Flats, Ft. Ord
- Gymnasium
- Art Studio/Art Ceramics/Art Dimensional/Drafting/International Center

The Math/Physical Science/Life Science/Business and the Humanities-Business/old Student Services FPP were both approved by the California Community College Board of Governors for 50 percent funding by the state, dependent on the passage of a state bond in fall 2008; however, due to changes in the economy, the state bond was not placed on the November 2008 ballot. The next possible date for such a bond is fall 2010, which also may or may not be approved.

Technology Evaluation. The district has a technology refreshment plan [IIIB.2.5] (described in more detail in Standard IIIC – Technology Resources) that is maintained by the Dean of Technology. The plan is developed with input from the Technology Committee and the various advisory groups, as the college recognizes that technology quickly becomes outdated. The district transfers \$250,000 annually from the unrestricted general fund year end balance (when possible) to the capital outlay fund to fund the

technology refreshment plan. The district has accomplished this goal for six of the last seven years.

To ensure that the college recognizes and supports its facilities and equipment needs, all areas of the college undergo program review on a consistent basis. The program review process encourages all participants to analyze their needs in respect to facilities, equipment, and staffing, and make recommendations for improvement. All program reviews are then used as the foundation for action plans, the means by which the college determines needs and resource allocation. For more information regarding MPC's planning and resource allocation process, please see Standard IB.

Evaluation – Standard IIIB2: MPC meets this standard.

The college evaluates its facilities and equipment on a regular basis, taking use and relevant data into account to ensure that programs and services are well supported. Original facility plans were developed based on facility conditions identified in the *Facility Condition Analysis* completed in 2002 and again in 2004. *The Educational/Facilities Master Plan* [IIIB.2.3], adopted in 2004, includes analysis of the district's internal and external environment and enrollment growth projected in programs. A *Five Year Construction Plan* [IIIB.2.6] is completed annually, which indicates current utilization of facilities and provides the space/facility requirements (capacity load ratios) for the current and projected needs based on weekly student contact hours. A *Five Year Scheduled Maintenance Plan* [IIIB.2.7] is completed annually indicating the current and projected maintenance needs for facilities of the district.

The district's Facilities Committee meets regularly and works diligently to make modifications to facility plans to anticipate and accommodate changes and keep facility plans current. The committee utilizes state capacity load ratios in its analysis. Because of the district's current capacity load ratios, the committee works to keep the total assigned square footage of any remodel or renovation at the same total amount as in the existing buildings and attempts to reduce it when possible. Examples of changes recommended by the Facilities Committee to the *Facilities Master Plan* to reduce the college's total amount of assigned square footage and help address the excess capacity issue include the demolition of the Business- Humanities (BH) building and possibly the Drafting or International Center building.

A significant factor affecting Facilities Committee decision-making is the availability of state funding. A statewide school construction bond was not presented to the voters in 2008, and the current economic outlook might also preclude a state bond in 2010. Based on this probable future delay in state funds and the immediate needs of the district, the committee is currently working on how to scale back projects and complete them without state funding. The Facilities Committee is looking at possibly removing additional square footage, which will improve its capacity load ratio and reduce future renovation costs and on-going operating expenses. Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) requesting state funding, the *Five Year Construction Plan*, *Five Year*

Scheduled Maintenance Plan, and Space Inventory List are updated annually to reflect changes.

Plan – Standard IIIB.2:

None

Evidence:

IIIB.2.1	Educational Master Plan 2003	http://www.mpcfaculty.net/accreditation/programreview/mpc%20educational%20master%20plan%202003.pdf
IIIB.2.2	Community Demographics on Institutional Research homepage of MPC website	http://www.mpc.edu/institutionalresearch/Pages/default.aspx
IIIB.2.3	Educational/Facilities Master Plan	http://www.mpc.edu/presidetnsoffice/Documents/MPCEducationalAndFacilitiesMasterPlan.pdf
IIIB.2.4	Facility Condition Assessment Report 2002	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Facility%20Conditions%20Assessment%20Report,%20Wald%20Ruhke%20Dost,%20October%2028,%202002.pdf
IIIB.2.4.5	Facility Condition Assessment Report 2004	http://mympc.mpc.edu/AdministrativeServices/Facilities/Documents/Facility%20Conditions%20Assessment%20Report,%20Wald%20Ruhke%20Dost,%20October%2029,%202004.pdf
IIIB.2.5	Technology Refreshment Plan	http://mympc.mpc.edu/Committees/TechCommittee/Shared%20Documents/Technology%20Refreshment%20Summary%20Plan%20for%202008.pdf .
IIIB.2.6	Five Year Construction Plan	http://mympc.mpc.edu/Committees/FacilitiesCommittee/Five%20Year%20Construction%20Plans/Forms/AllItems.aspx
IIIB.2.7	Five Year Scheduled Maintenance Plan	http://mympc.mpc.edu/AdministrativeServices/Facilities/Pages/default.aspx

Monterey Peninsula College Institutional Self Study Report Standard IIIB

Facilities, Budgets, and Institutional Goals

STANDARD IIIB

Section 2.a

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

Description:

The district's current facility plans have been developed to support the following 2004-2010 institutional long-term goals [IIIB.2.a.1].

- Collaboratively plan and establish a satellite campus at Fort Ord with up to 2,000 FTES, including student support and administrative services, as well as a Public Safety Training Center.
- Leverage bond funding and other college resources to best ensure the completion of the college's highest priority facility, infrastructure and equipment needs, based on the educational program needs described in the Educational Master Plan [IIIB.2.a.2].

Facility plans also support the following updated 2007-2010 institutional goals:

- Provide educational programs and services in Seaside and Marina that meet community needs.
- Maintain and improve district facilities.

District facility plans identify budgets for the cost of major renovations and new construction. These costs are covered primarily by the Measure I bond and state construction funds. The majority of projects do not add new facilities; however, where additional square footage is being added, the increased operating costs will be incrementally worked into future budgets through the established college planning and resource allocation process [IIIB.2.a.3] to coincide with increased enrollments and corresponding increases in apportionment funding.

Evaluation – Standard IIIB.2.a: MPC meets this standard.

District long range planning for facilities supports institutional improvement goals and considers the total cost of ownership of new facilities.

Facility plans described in section IIIB.1.a directly support the institutional goal to “maintain and improve district facilities” and to “leverage bond funding and other college resources to best ensure the completion of the college’s highest priority facility, infrastructure and equipment needs...” The *Educational Center Physical Master Plan* dated March 14, 2006 [IIIB.2.a.4] identifies both the facility and the on-going support functions that would be needed at the facilities to accomplish the institutional goal to “collaboratively plan and establish a satellite campus at Fort Ord...as well as a Public Safety Training Center.”

The district’s Facilities Committee meets regularly to re-evaluate plans and looks at current and projected program needs, room usage, projections of the total cost of ownership, and other relevant data when making decisions for all facilities. According to the data and state formulas, MPC has excess capacity (refer to section IIIB.1). This excess capacity is taken into consideration in all facility planning proposals. In general, on campus projects are planned not to exceed existing assigned square footage, and in some cases, antiquated buildings are proposed for demolition to reduce the college’s total amount of assigned square footage and help address the excess capacity issue and costs (utilities, cleaning, maintenance, etc.) associated with maintaining the underutilized facilities.

As indicated in the description above, increased operating costs will be incrementally worked into future budgets through the established college planning and resource allocation process. Using this process, two additional custodians and one additional grounds keeper were approved in the district’s 2008-2009 final budget, and an additional custodian was later approved in November 2008. The district is also working to increase ongoing state funds received for the Education Center to help with increased operating costs for the Center. The district’s Education Center is currently a “grandfathered center” that is funded at the rate of \$276,795 (2008-2009). The district is working to have the center be approved by the state California Post Secondary Education Commission (CPEC) which, among other things, will increase annual funding to \$1,107,182. The additional funding would allow significant additional support and increased ongoing costs for the center.

Plan – Standard IIIB.2.a:

None

Evidence:

IIIB.2.a.1	Long Term Institutional goals 2007-2010	http://www.mpc.edu/collegecouncil/College%20Council%20Bylaws/Institutional%20Goals%202007-10.pdf
IIIB.2.a.2	Educational Master Plan	http://www.mpcfaculty.net/accreditation/programreview/mpc%20educational%20mast

		er%20plan%202003.pdf
IIIB.2.a.3	Planning and Resource Allocation Process	http://www.mpc.edu/collegecouncil/College Council Bylaws/MPC Planning Resource Allocation Process update 3-08 (2).pdf
IIIB.2.a.4	Educational Center Physical Master Plan	http://www.mpc.edu/mpcbond/Documents/Physical%20Master%20Plan%203-14-06.pdf

**Monterey Peninsula College
Institutional Self Study Report
Standard IIIB: Physical Resources**

Integrated Planning

**STANDARD IIIB
Section 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 a basis for improvement.

Description:

The district's 2004 *Educational/Facilities Master Plan* [IIIB.2.b.1] was developed using the 2003 *Educational Master Plan* [IIIB.2.b.2] as a foundation. The current plans for facilities started with an update of the *Educational Master Plan* which focuses on the needs of departments and programs in terms of staffing equipment and facilities. The *Educational Master Plan* takes into consideration program and services needs developed through program review.

The *Facilities Master Plan* provides the necessary data and basis upon which instructional and support service facilities meet the needs of the district. A significant portion of the *Educational/Facilities Master Plan* is devoted to identifying the needs of programs and services and projecting future needs. In 2005, MPC developed and adopted the *Physical Master Plan* [IIIB.2.b.3] describing how facilities best support the *Educational Master Plan*. Likewise, a significant portion of the 2006 *Education Center Physical Master Plan* [IIIB.2.b.4] is devoted to identifying the needs of programs and services and projecting future needs.

The district's Facilities Committee works to maintain up-to-date facility plans. The Committee established standards in making any recommended alterations to the *Facilities Master Plan* including basing decisions on verified data (e.g. assignable square footage, building conditions, and actual dollars available), facility utilization, and basing decisions on district and student needs. The committee assesses the use of facilities using the state capacity load ratios and reviewing actual utilization of individual rooms and buildings.

The district's Facilities Committee is a subcommittee of the College Council. Recommendations of the Committee are made to the College Council. The College Council follows the planning and resource allocation process in deliberations on recommendations.

Evaluation – Standard IIIB.2.b: MPC meets this standard.

MPC’s planning process for construction, remodeling, and repairing buildings and infrastructure is integrated with institutional planning. As indicated in the Description above, the *2003 Educational Master Plan* [IIIB.2.b.2] is the foundation for facility plans. The *2004 Educational/Facilities Master Plan* is actually a combined educational and facility plan. The plan quantifies the needs of programs and services and lays out the plans for facilities to accommodate the needs. In the campuswide survey of all administrators/supervisors, faculty, and classified staff, 57 percent of the respondents indicated they either “strongly agree” or “somewhat agree” that facilities planning is adequate and linked to other institutional planning and evaluation efforts.

The Facilities Committee has worked with staff involved in planning to continually reassess plans for facilities, to ensure the most effective use of resources, and make changes as needed. The *Five Year Construction Plan* [IIIB.2.b.5] provides an analysis of cap/load ratios which the district uses to improve utilization. Based on assessments of facility usage (capacity load ratios and actual use of buildings), the Facilities Committee has recommended a number of significant changes to the *2004 Facilities Master Plan*. The following changes were recommended:

- The removal (demolition) of the Business/Humanities building.
- Abandon plans for a new math building, and instead improve capacity load ratios and meet the Math Department’s space needs by moving Math classrooms and offices to the bottom floor of the Business and Technology building. This plan includes creating lab space in the bottom floor of the Business and Technology building as well.

These changes were approved by the College Council and Board in March 2008 and are reflected in the Facility Projects – Current Priorities list dated April 9, 2008 [IIIB.2.b.6]. As of this writing, the Facilities Committee is looking at additional revisions to better utilize facilities and speed up the timeline for improvements.

Plan – Standard IIIB.2.b:

None

Evidence:

IIIB.2.b.1	Educational/Facilities Master Plan 2004	http://www.mpc.edu/presidtnsoffice/Documents/MPCEducationalAndFacilitiesMasterPlan.pdf
IIIB.2.b.2	Educational Master Plan 2003	http://www.mpcfaculty.net/accreditation/programreview/mpc%20educational%20master%20plan%202003.pdf
IIIB.2.b.3	Physical Master Plan	http://www.mpc.edu/mpcbond/Documents/

		MPCOctoberPMP.pdf
IIIB.2.b.4	Educational/Facilities Master Plan 2004	http://www.mpc.edu/presidetsnsoffice/Documents/MPCEducationalAndFacilitiesMasterPlan.pdf
IIIB.2.b.5	The Five Year Construction Plan	http://mympc.mpc.edu/Committees/FacilitiesCommittee/Five%20Year%20Construction%20Plans/Forms/AllItems.aspx
IIIB.2.b.6	Facility Projects Priority list, April 9, 2008	http://www.mpc.edu/collegecouncil/College%20Council%20Minutes/College%20Council%20April%2015%202008/Facility%20Projects%20Priorities-%20CC%20and%20Brd%20approved%204-2008.pdf

**Monterey Peninsula College
Institutional Self Study Report
Standard IIIB: Physical Resources**

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