

Standard III.B: Physical Resources

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

Evidence of Meeting the Standard

- The Facilities Department oversees grounds, maintenance, and custodial services to help ensure safe and sufficient physical resources at all of MPC's physical locations. Facilities staff serve as the main point of contact for any reported building safety concerns, and conducts regular safety meetings within the department regarding appropriate response to building safety [IIIB1.1 – IIIB1.2].
- Campus Security provides holds primary responsibility for ensuring a safe and secure environment for all students and employees of the College, regardless of campus location. MPC's security officers are charged with minimizing injury, fear, anxiety, or hazards to life or health, and for protecting College and personal property from vandalism, fire, theft, or other hazards [IIIB1.3, IIIB1.4, IIIB1.5].

Analysis and Evaluation

Monterey Peninsula College offers courses, programs, and learning support services at the following locations:

- MPC's main campus, which is located at 980 Fremont Street, Monterey, CA.
- Monterey Peninsula College Education Center, which consists of two sites:
 - The MPC Public Safety Training Center at Seaside located at 2642 Colonel Durham St., Seaside, CA.
 - The MPC Education Center at Marina is located at 289 12th Street, Marina, CA.

The District also rents/leases other facilities throughout the county for off-site classes.

The Office of Administrative Services is responsible for ensuring that MPC continues to provide safe and sufficient physical resources all locations in accordance with federal, state, and local regulations. The Vice President of Administrative Services oversees departments, resources, and committees that support the maintenance of facilities, and ensure health and safety at the main campus, Marina Education Center, and the Public Safety Training Center in Seaside.

The Facilities Department oversees grounds, maintenance, and custodial services to help ensure safe and sufficient physical resources at all of MPC's physical locations [IIIB1.2]. The Facilities Department also serves as the main point of contact for any reported building safety concerns, and conducts regular safety meetings within the department regarding appropriate response to

building safety issues. The department conducts or contracts regular inspections of College facilities and equipment as required by government agencies, including college-wide risk assessments through the Statewide Association of Community Colleges [[IIIB1.1a](#), [IIIB1.1b](#)].

The Facilities Department has developed and implemented a preventative maintenance plan to assure access, safety, security, and a healthy learning and working environment at the college. The plan ensures regular maintenance of air filters and inspection of bathroom fixtures, doors, and other resources in buildings across all campuses. It also includes a schedule for regular inspection and repair of athletic facilities prior to the beginning of each season and ongoing inspection for year-round sports.

Faculty and staff at all MPC locations utilize a system called “Maintenance Direct” to submit facilities-related work orders, including maintenance requests, repairs, office moves, and set-up for campus events. Facilities staff prioritize and respond to incoming requests to ensure that needs are met. Staff address any safety-related requests first.

Maintenance staff from the main campus monitor and respond to needs at the Education Center at Marina and Public Safety Training Center. Grounds staff are scheduled to service the two campuses every Wednesday from 7-11:30 a.m., and report any observed maintenance issues back to the Facilities Department. Where possible, Facilities staff also use technology solutions to monitor systems remotely. For example, the EMS Energy Management System from Siemens allows staff to monitor HVAC and lighting systems on all three campuses. Similarly, Facilities staff uses the Hunter Irrigation Maintenance Management System to monitor and control irrigation on all three campuses.

The Facilities Committee is charged with developing long-range facilities plans to assure that MPC provides safe and sufficient physical resources at all locations where courses, programs, and learning support services are offered. Chaired by the Vice President of Administrative Services, the committee:

- Reviews requests for facility changes (remodeling, new construction);
- Prioritizes and recommends minor Capital improvement projects;
- Reviews and recommends Scheduled Maintenance Projects;
- Makes recommendations on minor capital improvement projects and scheduled maintenance projects (in consultation with each of the Advisory Groups).

The Facilities Committee also provides support for the development of the College’s long-range Facilities Master Plan. Committee involvement helps to ensure that facilities planning is driven by the Educational Master Plan and Institutional Goals.

The following responses from the 2014 Faculty and Staff Accreditation Survey suggest that that MPC provides sufficient physical resources at all locations where it offers courses, programs, and learning support services [IIIB1.6]:

- 92.1% of respondents indicated that they have adequate space to do their job.
- 75.4% believe the College has adequate physical accommodations for people with disabilities (15.6% indicated “don’t know”).
- 58.5% believe that facilities planning is adequately linked to other institutional planning and evaluation efforts (28.6% indicated “don’t know”).

In addition, results from the 2014 Noel-Levitz Student Satisfaction Inventory (SSI) indicate that students feel that “on the whole, the campus is well maintained” (overall satisfaction rating of 6.21 out of 7; level of satisfaction is 5.84 out of 7) [IIIB1.7].

The College also recognizes areas for improvement with regard to facilities maintenance, particularly with regard to departmental staffing. Two vacancies in the grounds crew have affected the department, and as buildings are renovated and new landscaping is installed, the demands on existing staff have increased. In addition, the College does not currently have a dedicated maintenance person for the two campus centers. Maintenance staff respond to work orders on an as-needed basis; however, responses to off campus requests for non-emergency repairs could be more immediate with a staff person dedicated to the two centers.

Assuring a Safe Learning and Working Environment

The Campus Security Department holds primary responsibility for ensuring a safe and secure environment for all students and employees of the College, regardless of campus location [IIIB1.3]. MPC’s security officers are charged with minimizing injury, fear, anxiety, or hazards to life or health, and for protecting College and personal property from vandalism, fire, theft, or other hazards. The Security Department works cooperatively with the Monterey Police Department at the Monterey campus, the Marina Police Department at the MPC Education Center at Marina, and the Seaside Police Department at the Public Safety Training Center in providing assistance for incidents that require resources not available to the College.

MPC’s Security Department maintains comprehensive Emergency Action Guides for each campus location [IIIB1.8a, IIIB1.8b, IIIB1.8c]. Hard copies are posted in locations around each campus; electronic copies are available on the Campus Safety website [IIIB1.9]. The Emergency Action Guide provides instructions for responding to a wide variety of incidents including bomb threats, earthquakes, explosions, fire, hazardous materials, gas leak, violence, and active shooter threats. In addition, building response teams stock emergency kits in each building that contain food, water, and other supplies.

Security incidents on campus are relatively rare [IIIB1.4]. In the event that a theft or other security incident does occur, Campus Security issues a Security Alert to the campus via email.

Security Alerts contain information about the incident and how to report information to security. Security Alerts also provide reminders to the campus about how to prevent crime including locking vehicles, keeping valuable items out of plain view, awareness of surroundings, and reporting suspicious activity to Campus Security.

MPC's Emergency Operations Center (EOC) provides centralized leadership to coordinate emergency information and resources across campus in the event of an emergency. The Emergency Operations Center is led by the Director of MPC's Public Safety Training Center and staffed by campus administrators, managers, and other personnel as needed [IIIB1.10]. The EOC also works closely with city and county safety services to ensure close alignment of services and coordination of response. The City of Monterey's Emergency Services Coordinator has met with the EOC leadership and has reviewed MPC's EOC to help define the role of city safety services in the event of a campus emergency. EOC Desktop drills are regularly held to test the campus emergency communications/preparedness plan, specifically those communications between the EOC (Emergency Operations Center) and BRT (Building Response Team). Desktop drills take place regularly.

On March 7, 2014, an employee at MPC received a report from the Monterey Police that an armed robber had been reported in the area, and was potentially nearing the campus. The Superintendent/President immediately activated the campus Emergency Operations Center. A campus-wide emergency alert was broadcast through the Informacast phone system and individual building PA systems instructing faculty, staff, and students to remain locked down until further notice. The campus also used the social media tools to communicate with faculty, staff, students, and the greater community.

Following the incident, the College held meetings to debrief and identify areas where preparedness and emergency operations could be improved. As a result, additional desktop drills were scheduled to provide members of the campus with increased awareness of existing procedures and opportunities to practice in responding to a variety of scenarios. The campus Informacast system was upgraded and additional units were deployed to ensure adequate coverage for the campus. The Information Systems department continues to work with campus security to explore additional solutions including electronic building lock systems and outdoor PA systems to help broadcast messages across campus.

The Health and Safety Committee helps assure access, safety, security, and a healthy learning environment by reviewing safety and health procedures and making recommendations to the Vice President for Administrative Services. The committee is responsible for reviewing safety and health procedures (including the emergency preparedness plan), monitoring and facilitating feedback on unsafe conditions, and recommending improvements.

The following responses from the 2014 Faculty & Staff Accreditation Survey further demonstrate that MPC provides a safe and secure environment, but also identify an area of concern [IIIB1.6]:

- 94.7% believe that campus buildings provide a safe and healthy environment for work and learning.
- 97.4% feel safe on campus during the day, but only 61.1% responded that they feel safe at night.

Results from the Noel-Levitz Student Satisfaction Inventory (SSI) indicate both strengths and challenges (items with *high importance* ratings and relatively *low satisfaction* ratings) [[IIIB1.7](#)]:

Strengths (high importance, relatively high satisfaction):

- The campus is safe and secure for all students.
- It is an enjoyable experience to be a student on this campus.

Challenges (high importance, relatively low satisfaction):

- The amount of student parking space on campus is adequate.
- Parking lots are well lighted and secure.

The amount of student parking space on campus and the lighting and security available in parking lots were also listed as challenges in the 2009 implementation of the Noel-Levitz Student Satisfaction Inventory at MPC. While still challenges, student satisfaction related to parking space and lighting have increased since 2009. The Campus Security Department continues to make improvements in order to ensure a safe and secure environment for all students and employees at all three College locations [[IIIB1.5](#)].

Conclusion: Monterey Peninsula College meets Standard III.B.1.

Evidence Cited:

- IIIB1.1 SWACC Inspection Reports
 - a. [2013-2014](#)
 - b. [2015-2016](#)
- IIIB1.2 [Facilities Dept. Website](#)
- IIIB1.3 [Campus Security Website](#)
- IIIB1.4 [Annual Security Report, 2015](#)
- IIIB1.5 [Campus Security Program Review](#)
- IIIB1.6 [2014 Faculty and Staff Accreditation Survey](#), p. 14
- IIIB1.7 [Noel-Levitz SSI Results: 2014 vs 2009](#)
- IIIB1.8 Emergency Action Guides
 - a. [Main Campus](#)
 - b. [Marina Education Center](#)
 - c. [Public Safety Training Center](#)
- IIIB1.9 [Campus Safety Website](#)
- IIIB1.10 [EOC Org Chart](#)

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

Evidence of Meeting the Standard

- When planning for the acquisition, maintenance, upgrade, or replacement of physical resources, the College works through the components of its integrated planning processes (including program review and the Facilities Master Plan). This helps the College to ensure that plans support effective utilization of resources and continuing quality of instructional programs and support services [IIIB2.1 – IIIB2.3, IIIB2.6; see discussion of Program Review in Standard III.B.3].
- The College evaluates the safety and condition of its facilities annually. Results of these evaluations are used to plan ongoing maintenance, upgrades, and/or replacements [IIIB2.4 – IIIB2.5].
- The College supports a significant Distance Education program and accordingly supports that program through the Technology Plan and scheduled upgrade and replacement of equipment [IIIB2.3].

Analysis and Evaluation

The College uses components of the integrated planning process to plan for the acquisition, maintenance, upgrade, or replacement of physical resources, including facilities and equipment. Facilities and equipment are evaluated at the program level during program review, and as each unit establishes its annual program review update/action plan. Facilities and equipment needs, including new resources, maintenance requests, upgrades, and/or replacements, are identified through this process and discussed in through integrated planning and resource allocation processes. Equipment replacement is achieved through annual budgeting of equipment and the scheduled maintenance of existing equipment.

The Facilities Committee, a subcommittee of the College Council, provides input on the College's facilities needs and participates in planning and prioritization. The Facilities Committee also provides input on the Facilities Master Plan, with a particular focus on the scope of projects and allocation of bond funds. The committee recommends adjustments to the Facilities Master Plan reflecting recent bids, plan development, and facilities work on campus [[IIIB2.6](#), [IIIB2.7](#)].

The College has also hired a program management firm (Kitchell) to assist with the overall management of the Facility Master Plan and its Implementation Plan. The firm's bond program management services include completion of the physical master plan, completion of implementation plan including interim housing, project schedules, budget, labor compliance, and

advice on best practices. A representative from the firm provides updates on the implementation plan to the Governing Board in open meetings.

The successful completion of Measure I funded projects incorporated long range planning and assessment of immediate needs for repair and upgrades to the District facilities. A project planning team was assigned to each campus construction project to assure effective use of resources and the continued quality necessary to support its programs and services and achieve its mission. Project teams included (a) a member of campus administration, (b) faculty and classified staff, (c) the construction project manager, and (d) the architect.

The recent completion of the Life Science building remodel serves as an example of how the building project team worked together to ensure that the college effectively uses its physical resources to support programs and services and achieve its mission. Because the existing building was being remodeled, the size of the space was fixed. Therefore, the project involved reconfiguring the existing space to meet the instructional needs of the division. A member of the Life Sciences faculty (who also served on the Facilities Committee represented the Life Science division on the building project team and served as a liaison between the division and the project management and architect. The liaison met regularly with the architect throughout the planning phases to provide insight on the needs of each instructional program in the division and the reconfiguration of the space. Division faculty and staff worked together to sketch plans for space. The faculty liaison for the project refined these plans with the help of project architects in order to maximize efficiency of instructional space while ensuring compliance with ADA and other regulations.

This collaboration led to several changes that support effective use of space and continuing instructional quality. For example:

- Faculty offices were moved from the interior of the building to a central space adjacent to the student study area, which provides students and faculty with greater access to each other.
- Where possible, hallways and incidental storage were reduced to regain space for instructional use.
- The size of the Life Sciences lecture hall was increased from 35 seats to 60.
- Capacity of instructional labs was increased to accommodate 24 students (up from 18 in some rooms).
- The cadaver lab was expanded to provide adequate space for hands-on instruction, and the ventilation system in this lab was redesigned with double airflow.
- Additional suites were added to the building, including a wheelchair accessible station in the dental assisting laboratory.
- Existing furniture and cabinets were reused where possible. Remaining fixtures were repurposed into the general classroom or other areas to extend the useful life. Additional custom cabinetry was constructed to meet the unique functional needs and specialized

equipment and resources of each area. The team worked to establish classroom configurations, including presentation and instructional technologies in every classroom.

In addition, faculty worked in partnership with the Monterey Bay Aquarium and Monterey Bay Aquarium Research Institute to design water tables and a circulation system for seawater in the biology lab. The resulting system allows faculty to keep sea creatures alive in the lab for special hands-on learning opportunities for students.

Each year, the College develops and submits a five-year scheduled maintenance plan to the Chancellor's Office. The College uses these documents to guide planning and help ensure that maintenance, upgrades, and/or replacement of physical resources provide support for the continuing quality of its programs and services. For example, scheduled maintenance in 2012-2013 included repair and repainting of the exterior of the Physical Science and Theater buildings, upgrading exterior doors with panic bars, and beginning a project to re-key campus doors to a master key/lock system.

Consistent with its Institutional Goals, the College is currently finalizing a new Facilities Master Plan for 2016-2030 that will include updated program and safety needs for the College [[IIIB2.8](#), see Goal 4, Objective 4]. Based on institutional need, projects may include those related to the Music Building, the Child Development Center, baseball field, and improvements to the Marina and Seaside centers. Projects will include a focus on resource and energy conservation, in an effort to promote sustainability.

When necessary, the College uses its MPC's Capital Outlay Budget to cover unexpected emergency maintenance or replacement of equipment. For example, in fall 2015, the College performed emergency repair of the rooftop HVAC ductwork system, which had oxidized and was causing significant internal leakage in the Library book stacks [[IIIB2.9](#), p. 10]. The emergency repair prevented further damage to the library collection and physical space.

Routine maintenance occurs as necessary to maintain standard expectations of quality and safety. For example, the Facilities Department maintains the vehicles in the motor pool. All vehicles are serviced at the beginning of the semester, with regular maintenance and repair performed as needed throughout the semester. The Facilities Department keeps a logbook of all regular maintenance performed on vehicles in the College's motor pool to ensure that each vehicle remains roadworthy.

Conclusion: Monterey Peninsula College meets Standard III.B.2.

Evidence Cited

- IIIB2.1 [Integrated Planning Model](#)
- IIIB2.2 [Facilities Master Plan](#)
- IIIB2.3 [Technology Plan](#)
- IIIB2.4 SWACC Report

- a. [2013-2014](#)
- b. [2015-2016](#)
- IIIB2.5 [Facilities Inventory Report](#)
- IIIB2.6 [Facilities Master Plan Update, Fall 2012](#)
- IIIB2.7 [Facilities Committee Charge](#)
- IIIB2.8 [Institutional Action Plan](#), see Goal 4 Objective 4
- IIIB2.9 [Board Meeting Minutes: 12/10/14](#) (see Item 15K, p. 10)

III.B.3 To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

Evidence of Meeting the Standard

- To ensure that physical resources effectively support institutional programs and services, facilities, equipment, and supplies are assessed as part of Program Review process and through participatory governance committees [IIIB3.1 -- IIIB3.4].
- The College plans and evaluates its facilities and equipment through regular assessment tools including Facility Condition Assessment reports, Five-Year Maintenance Plans, and space utilization reports [IIIB3.5 – IIIB3.7].

Analysis and Evaluation

The College evaluates the effectiveness of its physical resources in supporting of institutional programs and services through several mechanisms. Program Review provides a framework for evaluation of facilities, equipment, and supplies at the program/unit level, allowing institutional programs and services to identify any physical needs [IIIB3.1a, section 4e; IIIB3.1b, section 4e; IIIB3.1c, section 3e; IIIB3.3a, p. 12; IIIB3.3b, p. 11; IIIB3.3c, p. 19]. The College considers any physical resource needs identified through program review and/or annual action plans during resource allocation and integrated planning processes [IIIB3.2].

Physical resources planning also occurs in College governance discussions. The Facilities Committee coordinates discussions of larger-scale facilities requests (e.g., remodeling, new construction), prioritizes and recommends minor Capital improvement and scheduled maintenance projects, as appropriate [IIIB3.4].

Data from Facilities Condition Assessment reports and five-year maintenance plans inform College-wide physical resources planning. In addition, the College examines scheduling data in conjunction with reports from the Facility Utilization, Space Inventory Options Net (FUSION) tool to monitor space utilization and support effective facilities planning [IIIB3.5, IIIB3.6]. These data are used to evaluate and monitor the use of classroom space and determine areas where space could be used more effectively [IIIB3.7].

Conclusion: Monterey Peninsula College meets Standard III.B.3.

Evidence Cited:

- IIIB3.1 Program Review Templates
 - a. [Academic Affairs](#), Section 4e
 - b. [Administrative Services](#), Section 4e
 - c. [Student Services](#), Section 3e
- IIIB3.2 [Planning and Resource Allocation Process](#)
- IIIB3.3 Program Review Examples
 - a. [Nursing](#), p. 34
 - b. [Campus Security](#), p. 11
 - c. [Athletics](#), p. 19
- IIIB3.4 [Facilities Committee Charge](#)
- IIIB3.5 [Facilities Condition Assessment Report](#)
- IIIB3.6 [Sample Five-Year Maintenance Plan](#)
- IIIB3.7 [Space Utilization Report](#)

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

Evidence of Meeting the Standard

- The 2005-2025 Facilities Master Plan contains long-range planning information to support discussion of emergent institutional and program needs through the integrated planning process [IIIB4.1, IIIB4.2, IIIB4.3].

Analysis and Evaluation

The College develops long-range capital plans using multiple measures of assessment and input from all programs. The Facilities Master Plan contains long-range planning to meet the needs of all programs through the integrated planning process [IIIB4.1, IIIB4.2]. New facilities are planned to replace aging buildings and to provide new space for expanding programs [IIIB4.3a, IIIB4.3b]. The College considers the needs of programs long-term but also develops new space with an eye to flexibility in how that space can be used or modified in the future.

The College considers Total Cost of Ownership carefully when proposing renovation or new construction of facilities. Considerations of total cost of ownership include the College's goal to achieve the greatest level of sustainability, consistent with MPC's proposed sustainability policy [IIIB4.4]. The College negotiates project budgets based on realistic cost of ownership, and these budgets include Total Cost of Ownership considerations. Detailed project updates are presented to the Governing Board [e.g., IIIB4.5].

In its 2014-2020 Institutional Goals, the College established several objectives related to revising the current facilities plan [IIIB4.6, see Goal 4.4]. The 2016-2030 Facilities Master Plan is under development with the 2016 Education Master Plan to ensure that long-range facilities planning is consistent with and supports strategic plans and objectives that will be outlined in that document [IIIB4.7]. Five-year Construction Plans also help ensure that the College's long-term plans

support institutional improvement goals. For example, the 2016-2020 Construction Plan reflects campus-specific plan for capital outlay over the next five years, based on the results of updates to the Facilities Master Plan and the budget approved by the Governing Board [[IIIB4.8](#)].

Conclusion: Monterey Peninsula College meets Standard III.B.4.

Evidence Cited:

- IIIB4.1 [Facilities Master Plan](#)
- IIIB4.2 [Integrated Planning Model](#)
- IIIB4.3 Facilities Master Plan Progress Update
 - a. [2012](#)
 - b. [2013](#)
- IIIB4.4 [Draft Board Policy 3260: Sustainability](#)
- IIIB4.5 [Sample Project Update: Board Minutes, 8/13](#), p. 7
- IIIB4.6 [Institutional Action Plan](#), see Goal 4, Objective 4
- IIIB4.7 [Facilities Committee Planning Agenda](#)
- IIIB4.8 [Five-Year Construction Plan \(2016-2020\)](#)

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