

IIIB – Physical Resources

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 maintains the main campus in Monterey, and the Monterey Peninsula 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.

The College’s main campus is located on 85 acres in Monterey near the intersection of Highways 1 and 68. The 32 buildings and 4 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 7 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, 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 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 is a collaborative effort utilizing several committees, departments and staff members. The Vice President for Administrative Services oversees these activities in conjunction with the Facilities Department, Security Office, the Health and Safety Committee, and Facilities Committee. The Facilities Department and Security Offices report to the Vice President for Administrative Services. The Health and Safety Committee and Facilities Committee are both subcommittees of the College Council.

- The Health and Safety Committee's charge is to review safety and health procedures and make recommendations to the Vice President for Administrative Services. The Vice President for Administrative Services then brings these recommendations to the Administrative Services Advisory Group. Responsibilities of the Health & Safety Committee include: review safety and health procedures including the Emergency Preparedness Plan, monitor and facilitate feedback on unsafe conditions, and recommend improvements. The Vice President implements recommendations where feasible, and forwards major recommendations to the College Council.
- The Facilities Committee's charge is to develop long range facilities plans. Responsibilities of the Facilities Committee include: 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 College conducts or contracts for regular inspections of various facilities and equipment as required by governmental agencies. This includes annual district-wide risk management assessments through the State-Wide Association of Community Colleges. The Facilities Department is responsible for grounds, maintenance, and custodial activities and is the lead department for any safety concerns reported. The Facilities Department holds regularly scheduled safety meetings concerning appropriate response to facility safety issues.

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 College employs similar campus-wide processes to assure the safety and sufficiency of its equipment. State instructional equipment funds are received annually and distributed through the MPC Planning and Resource Allocation Process. The District has implemented a Technology Replacement Plan supported by a \$250,000 annual budget. As part of the bond plan, a separate \$4 million budget was established for furniture and equipment needs. To date, almost \$700,000 has been expended for equipment improvement including 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 on line learning (Moodle Server) and Gavilan College and MPC each pay 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 campus-wide budget requests through the established Planning and Resource Allocation Process. Distance education equipment is included in the technology refreshment schedule.

Evaluation

The District meets this standard having safe and sufficient physical resources that support programs and services, at all locations. Findings related to this standard provide evidence that Monterey Peninsula College provides physical resources that support and ensure the integrity and quality of its programs and services regardless of location (main campus in Monterey and the Education Center sites) or means of delivery. Additionally, MPC inspects and reviews all other locations where MPC courses are offered and relies on the owner's/agencies of these locations to meet federal, state or local code requirements. The College and 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 a local bond, Measure I approved by the voters in 2002, and the state, there are still insufficient funds available to make all the desired improvements.

The state capacity load ratio's 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. The District's 2010-14 Five Year Construction Plan indicates lecture capacity load ratio of 123 percent for 2009-10, increasing to 158 percent in 2011-12. The laboratory capacity load ratio is 87 percent for 2009-10, increasing to 88 percent in 2011-12. The office capacity load ratio is 124 percent for 2009-10, increasing to 146 percent in 2011-12.

Responses to accreditation survey questions related to physical resources affirm the College's efforts for improvement. Respondents totaling 85.99 per cent felt the College building provided

a safe and healthy environment to work and learn. Additionally, 74.7 per cent of respondents agreed they have adequate space to do their job.

Parking on the Monterey campus is a problem at certain times during the fall and spring semester. The College has made a significant effort to improve parking on campus since the last accreditation report. Improvements have been made not only in the number of available spaces (from 1345 to the current 1786 since the last accreditation), but also in traffic flow, signage, lighting and accessibility. Significant improvements have been made to 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 ever in the spring of 2009. The impact of scheduling classes is also being reviewed to spread out the need for parking and better utilize facilities in general.

1a. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.

Description

The current plans for facilities started with an update of the Education Master Plan 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 and it is updated annually. The Educational Master Plan focuses on the needs of departments and programs in terms of staffing equipment and facilities. The Master Plan takes into consideration program and services needs developed through program review. Plans specifically related to facilities include:

- A Facility Condition Analysis was completed in 2002 as part of a state-wide 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 Analysis 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 campus-wide 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 & Facilities Master Plan) dated January 2004 was approved by the Board of Trustees in February 2004. This comprehensive plan was developed with input of faculty and staff, to provide the necessary data and foundation upon which instructional and support service facilities meets 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** was subsequently approved by the Board in June 2004. Taking projects identified in the Educational/Facilities Master Plan, 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 provides 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 4/9/2008. 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** and **funding plan** represent the District’s 12 to 15 year construction program.
- A **facility master plan implementation** was approved by the Board in March 2004. The implementation plan includes 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 of the building or renovation 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 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 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 is created and approved annually by the Board as required by the California Community College Chancellor's Office. The Construction Plan is required to be eligible for potential state funding for capital projects.
- A Five Year Schedule Maintenance Plan is created and approved annually by the Board as required by the California Community College 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, Education Center at Seaside, and Education Center at Marina. 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 address in these plans.
- Other facility related plans include: Universal Waste Plan May 2006, Storm Water Management Plan September 2004, Accessibility Surveys February 2006, and Fire Alarm Assessment December 2007.

A local Proposition 39 facility bond, Measure I, for \$145 million was approved by the voters in 2002, and provided 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 4-year universities by repairing deteriorating roofs, worn wiring/plumbing, inefficient heating/cooling systems; renovating aging classrooms, labs; repairing/acquiring/constructing/equipping College buildings, library, public safety training facility, sites, science and computer labs; upgrading technology campus-wide and training computer technicians. Bond funds are expended with strict accountability safeguards, including a Citizens Oversight Committee, and annual audits.

The District has a Facilities Committee that is a subcommittee to the College Council. The committee works to maintain up-to-day facility plans. Membership on the Facilities Committee includes the three vice presidents (academic affairs, student services, and administrative services), five faculty (appointed by the academic senate reflecting diverse departmental representation and terms), the Director of Facilities, one classified (appointed by the District's classified union), and one student (appointed by Associated Students of MPC). The committee meets regularly to review and implement the District's facility plans. Specific functions of the committee include: 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. 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 Committee established the following standards in making any recommended alterations to the Facility Master Plan:

- 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

The College's program review process is used to ensure that program and service needs determine equipment replacement and maintenance and to evaluate the effectiveness of facilities and equipment to meet the needs of the programs and services. 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, which is described in detail in Standard 1B. The expenditure of bond funds earmarked for equipment, instructional block grant funds and technology replacement funds are allocated in the same manner.

The process of establishing priorities for equipment replacement and maintenance is clearly tied to the Planning and Resource Allocation Process. However, availability of funds to meet equipment needs is always an issue. In 2007-08, budgetary requests (Instructional Equipment – One-Time/Ongoing Funds – Spring 2008) from Academic Affairs alone totaled \$650,791 while funds available were only \$85,280.

The Facilities Division has responsibility for the on-going cleaning and maintenance of all district buildings, grounds, and related utilities systems and equipment at all campus locations. The Division is organized into four departments or areas of responsibility. These are maintenance, grounds, custodial and shipping and receiving. The division is staffed by a management team of four which includes a director of facilities, three supervisors who direct 31 facilities associates. The Facilities Division staff has a presence on campus from 6:30 AM Monday through 11:30 PM Friday. Weekend and special event support is regularly scheduled.

The staff is guided by the following mission statement:

The mission of the Monterey Peninsula College Facilities Division 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

- *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 pro-active planning and inspection together with a comprehensive pro-active maintenance program.

The division staff is responsible for responding to district wide requests for service or hazardous condition reports. The fastest, most reliable means to request service is to send a campus email message to the "Facilities" collective address. This email is distributed directly to the members of the management team for appropriate and timely response. Systems are in place for emergency responses as well.

Evaluation

The District clearly meets this standard. Findings related to this standard reveal that 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. 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 program impacted. Project teams are intimately involved in the design phase of projects which helps ensure programmatic needs are met.

The Facility Committee reviews facility plans and works to ensure facility plans are up-to-date, realistic, and support programs and services. This committee is made up of a diverse group of campus representatives (students, faculty, staff and administrators) and 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, 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 campus wide energy conservation program where all buildings were retrofitted with energy conserving light bulbs, ballasts and automatic controls, and new heating and ventilation system controls were installed for further conservation. Utility costs 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 & 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 campus wide
- Gymnasium bleacher renovation
- Family and Consumer Science Building renovation

The following projects are currently in process:

- Auto Technology Building
- Ed Center Building at Marina
- Furniture & 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 future projects are planned:

- Nursing Building roof replacement
- Gym/Locker Room renovation-PE Phase II
- Pool/Tennis Courts renovation
- Humanities/Business-Humanities/Student Services
- Math/Science Building renovation (Life Science, Physical Science, and Business Computer Science)

- Art Studio/Art Ceramics/AD/IC/Drafting Building renovation
- PSTC Parker Flats
- Music/Theater Building renovation.

The Facilities Division staff strives to provide the best service possible within the constraints of their staffing and funding limitations. In their 2008-09 Program Review, the division noted several areas of concern for improvement including staffing, supplies, equipment, and funding for preventative 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 Marina Education Center. The division submits annual action plan requests to address these needs through the MPC Planning and Resource Allocation Process.

1b. 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 and to provide a healthy environment for students and faculty/staff members. The College has multiple on-going processes to help identify safety, accessibility and security issues and respond to them appropriately.

All significant construction/maintenance changes to College facilities are processed through and approved by the Division of State Architect which ensures that all projects comply with the state Field Act. Projects are reviewed for fire/life safety, structural, and accessibility. The College conducts annual State-Wide Association of Community Colleges (SWACC) 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, bloodborne pathogens, and slips - trips and falls. Campus security staff also has responsibility for identifying and reporting unsafe conditions. The District's Health and Safety Committee reviews reports of unsafe or hazardous conditions and makes recommendations to the Vice President of Administrative Services for remedial action.

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 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 ADA transition/barrier removal plan in accordance with Title II of the ADA that identifies any barriers that are or may be a barrier 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) and has applied the standard (federal or state) that provides the 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 review, 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
- Lecture Forum new bridge construction 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 A, D, E, F and J

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 building at the Public Safety Training Center at Seaside

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 by providing for consistent reporting of campus crime statistics and safety issues (lights out, slip/trip hazards, road and vehicle hazards, etc.).

All security staff is provided cell phones for communication. The existing security number is either manned or calls are forwarded from this phone to the cell phone of the person on duty. Security staff makes daily visits to the MPC Education Center at Marina. Trained staff is on site at the Education Center at Seaside. Campus security also supervises the operation of campus tram services which provides 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.

As a public agency the College is required to report crimes committed on campus and publish annual crime statistical report. Criminal offenses for MPC are considered to be low.

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
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	4217	3425	4962

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 campus wide training has been conducted with all faculty staff and administrators responsible for various areas of campus. The safety/security department reviews the emergency action guide which is distributed and posted in all campus building. The College has recently installed a campus-wide 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.

A comparative analysis prepared by Keenan & Associates of workers' compensation claims for fiscal years 2005/2006, 2006/2007, and 2007/2008 indicates slip/fall makes up the highest percentage of frequency claims (28%) for the district. Many of the potential hazards have

recently been addressed with the sidewalk construction being part of the campus Infrastructure project.

In 2006, Alfa Tech Cambridge Group (ATCG) performed a fire alarm system survey of the MPC campus. 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 this 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 (NCCCP). 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 is responsible for filing annual state agency waste management reports. The College has received commendation for the efficient means it has in place for handling waste and its efforts in recycling.

Evaluation

The District meets this standard. Findings related to this evaluation standard reveal that physical resources at all locations where the College operates are accessible, safe, secure, and healthful learning and working environments. Evidence demonstrates that Monterey Peninsula College has made strong efforts to ensure accessibility through funding new construction, renovation and maintenance projects. Safety, security and health conditions have received considerable attention through campus wide processes and by all responsible District parties. Construction projects completed since 2002 have made significant improvements in all areas concerning this standard - access, safety, health and environmental quality. Future plans and projects will address remaining current 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. Actual crime statistics for MPC are considered low.

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

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 Education Master Plan in 2003 which focuses on the needs of departments and programs in terms of staffing equipment and facilities. The Education 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 kind 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 [IA1.6]. The **Educational/Facilities Master Plan**, 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 as part of a state-wide evaluation of community College facilities assessment, and a second in 2004 conducted by a local architectural firm (see DESCRIPTION in 1a 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 indicate 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 ratio. 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, they are 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 favor 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.

Budget requests for program improvement must be related to program review recommendations. An important part of determining facility and equipment needs for programs and services is the College's program review process. All areas of the College participate in program review which includes the opportunity for participants to analyze their needs for facilities, equipment and staffing and make recommendations for improvement.

Current construction codes and other state building requirements are taken into account with all construction projects. Construction projects must go through appropriate review, including the Division of State Architect, to ensure regulatory standards are met for safety and accessibility.

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 looking at revising the scope of all remaining proposed projects to fit the needs of the district and be accomplished with anticipated reductions 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/Bus (including Hum, BH & old SS)
- Public Safety at Parker Flats, Ft. Ord
- Gymnasium (IPP)
- Art Studio/Art Ceramics/AD/IC.

The Math/Physical Science/Life Science/Business and the Humanities/Bus 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.

The District has a Technology Refreshment Plan (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. 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 each of the past 6 years. The District also receives block grant funding from the state for instructional equipment. The distribution of these funds is determined by the Academic Affairs Advisory and Student Services Advisory groups.

Evaluation

The District meets this standard in that utilization and other relevant data are a major consideration used in facility planning. Original facility plans were developed based on facility conditions identified in the Facility Condition Analysis completed in 2002 and again in 2004. The Educational/Facility Master Plan adopted in 2004 includes analysis of the District's internal and external environment, and enrollment growth projected in programs. A Five Year Construction Plan is completed annually which indicates current utilization of facilities, and provide 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 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 total assigned square footage of any remodel or renovation is kept at the same total amount as in the existing buildings, in most projects. Examples of changes recommended by the Facilities Committee, to the Facility Master Plan to reduce the College's total amount of assigned square footage and help address the excess capacity issue, include the elimination of the Math wing and demolition of the Business/Humanities building and the Drafting building.

A significant factor affecting facility plans that the Facilities Committee considers is the availability of state funding. A state 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 Facility Committee is also 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 are updated annually to reflect changes.

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 2004-10 Institutional Long-Term Goals:

- 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 Educational master Plan.

Facility plans also support the following updated 2007-10 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 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, to coincide with increased enrollments and corresponding increases in apportionment funding.

Evaluation

The District meets the 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 1a 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 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 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 2008-09 Final Budget, and an additional custodian was later approved in November, 2008.

The District is also working to increase on-going 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 (2008-09). The District is working to have the center be state California Post Secondary Education Commission (CPEC) approved which, among other things, will increase annual funding to \$1,107,182. The additional funding would allow significant additional support and increased on-going costs for the center.

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 was developed using the 2003 Educational Master as a foundation. The current plans for facilities started with an update of the Education 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/Facility 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 describing how facilities best support the Educational Master Plan. Likewise, a significant portion of the 2006 Education Center Physical Master Plan is devoted to identifying the needs of programs and services and projecting future needs.

The District's Facility Committee works to maintain up-to-day facility plans. The Committee established standards in making any recommended alterations to the Facility 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.

Evaluation:

The District meets this standard. The 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 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 campus-wide 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 provides an analysis of cap/load ratios which the District works 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, and Drafting 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, and creating lab space in the bottom floor of the Business Computer Science building.

These changes were approved by the College Council and Board in March 2008 and are reflected in the Facility Projects – Current Priorities list dated 4/9/08. The Facility Committee is currently looking at additional revisions to better utilize facilities and speed up the timeline for improvements.

Some wording I didn't use.....

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The College also plans to use American Recovery and Reinvestment Act of 2009 funds, if approved, to enhance the ongoing accessibility plan.

The College implemented the first phase of the Maas Plan including planning for many projects and submitting IPPs and FPPs to the state for renovation of the Old Library, construction of the new Child Development Center, a new Math/Science Building, the Music Theater Complex, and other projects. The College began work on the new Stadium and Fitness Building and completed working drawings for the new Student Services Building.

The Maas plan was based on a best case scenario, assuming that state and other funding would be available. Then the 2005 Math/Science Building FPP was not funded, and construction costs escalated at a faster than expected rate. It became clear that the Maas Plan needed to be modified.

In the campus-wide survey of all administrators/supervisors, faculty, and classified staff, 75% said they either strongly agree or somewhat agree that they have adequate space to do their jobs. When asked whether "Facilities planning is adequate and linked to other institutional planning and evaluation efforts", only 23% strongly agree and 34% somewhat agree (for a total of 57%).

One explanation for these responses may be that some people feel a sense of loss that major improvements promised by the original Maas Plan have not materialized. Projects which were to be funded with a combination of MPC Bond funds and State funding were scheduled for later in the twelve-year Maas Plan -- allowing time to obtain matching funds from the State. When the State funding did not occur, those projects have had to be scaled back. This has been difficult. Communication with the entire campus community is important. The Facilities Committee explains its decisions and process through the committee members who take information back to

their divisions, it reports to the College Council and the Board of Trustees, and a special report detailing the process was presented to the campus during “flex-days” in January, 2007.

After authorization from District voters to issue up to \$145,000,000 aggregate principal amount of the District’s general obligations bonds, the Citizens’ Bond Oversight Committee was formed pursuant to Section 15278 of the Education Code. The purpose and duties of the committee were set forth in Prop 39. Currently, the committee has ten members: Peter Baird, Scott Cote, Steve Emerson, Daphne Hodgson, Elinor Laiolo, Eleanor Morrice, Ron Pasquinelli, Gary Ray, Sondra Rees and Mary Ann Kane. While it is required to meet at least once a year, the committee has met four times per year since inception. The committee’s charge is to inform the public, review expenditures and issue an annual report. The annual report must include a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b) (3) of the California constitution and provide a summary of the committee’s proceedings and activities for the preceding year. Annual reports have been issued each year, stating the District is in compliance.

The Facilities Committee works to inform the campus as a whole of decisions that are made and the reasons behind these decisions.

Other projects are moving forward. The Public Safety Training Center at Fort Ord should be completed by Summer 2009. The design of the MPC Education Center at Marina is underway, and bidding is anticipated in Summer, 2009. Phase I of Infrastructure and Parking lots has been completed. The New Administration Building (in the Old Library) will be occupied in April, 2009. Construction of the New Student Services Building is expected to start in Spring, 2009 with completion in Fall, 2010. Renovation of the Old Administration Building to create swing space is expected to begin in Summer, 2009. Remodeling of Social Science, the Lecture Forum, Family and Consumer Science Building, and the gym have been completed. Numerous smaller projects have also been completed or are in progress.

At the time of the last accreditation self study, the College was in a transition phase in terms of physical resource improvements. Two major projects (library technology center and facilities department complex) were in completion stages as well as several minor projects. Otherwise the

entire campus including buildings, equipment, and utilities, was in very poor antiquated condition. Local Bond Measure I, a Proposition 39 bond, in the amount of \$145 million had just been passed. As a result, the College began careful analysis of all master planning processes in anticipation of a 12 to 15 year construction program.

A similar response was found for a question concerning faculty involvement in the selection process of educational equipment. While 60.6% of respondents agreed they were sufficiently involved, 21.8% responded they didn't know.

The District's Facilities Department completed studies by concerning custodial and maintenance of a campus to determine the standard of service and numbers of staffing needed based on the District's facilities. The Facilities Program Review completed in April, 2009 indicates...

The PMP provides MPC with an overall framework for future development on campus that will improve access and way finding, 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. Both the FMP and the PMP are long-range plans.

the Facility Committee's proposed recommendation for 2009-10, because a state bond was not approved for 2008, is to remodel the Business Building using MPC bond funds and submit a revised FPP for Life Science and Physical Science buildings for state funding. In addition, the committee is recommending some remodeling of labs in the science buildings be done now also with bond funding with the hope that a more extensive renovation can happen at some time in the future when state funds are available. The committee

The District is in a 12-15 year construction program that will construct new facilities and renovate all remaining facilities. Included in this plan are new permanent facilities at the MPC Educational Center sites at Marina and Seaside. Both areas are currently using temporary modular buildings. A permanent facility is currently under construction at the Seaside site and

should be completed for Fall 2009. The Marina facilities are currently at the Division of State Architect in the design phase.

The Education Master Plan focuses on the needs of departments and programs in terms of staffing equipment and facilities, and takes into consideration program and services needs developed through program review. The District's current Educational/Facilities Master Plan was developed with input of faculty and staff. The purpose of the Facility Master Plan is to provide the necessary data and foundation upon which instructional and support service facilities meet the needs of the District.