

Standard Eight: Physical Resources

The institution has sufficient and appropriate physical resources to support its purposes and goals.

Standard 8.1

The institution ensures that adequate physical resources are provided to support its educational programs and services wherever and however they are offered.

Description

The current College of San Mateo campus was opened in 1963 on a 153-acre site atop the hills of San Mateo. Approximately 11,000 day, evening, and weekend students continue to enjoy an environment that enhances educational opportunity. Most of the classroom buildings housing language arts, social science, mathematics, business, technology, and physical education lie along a north-south mall and are accessed by the main pedestrian walkway. A second mall, running east and west, connects the creative arts area with the library and KCSM TV/FM. Additional structures around the perimeter, in addition to a three-building science center and planetarium, accommodate numerous programs, such as cosmetology, dental assisting, nursing, multimedia, electronics, and aeronautics. A separate complex houses Extended Opportunity Programs and Services, the Multicultural Center, and the horticulture department. The administrative and student center buildings are located near the entrance of the campus. Primary vehicle access to the campus is provided by Highway 92, via West Hillsdale Boulevard.

The majority of the structures are used for a traditional lecture and/or lab classroom delivery system. Classrooms include a chalk/whiteboard, podium, and tablet chairs or tables and chairs; a few are equipped with a monitor and VCR. Two buildings, Buildings 15 and 17, are dedicated office buildings for faculty and division offices. Other faculty offices are located near or in discipline/program facilities. Full-time faculty members have their own desk, telephone, file cabinet, and bookshelves and share offices. Adjunct faculty are offered an office, and those requesting one share desks and are assigned an auxiliary phone number, file drawers, and bookshelves. Counselors, academic advisors, and librarians have offices with a desk, telephone, computer, printer, file cabinet, and bookcase.

The Little Theater, located in Building 3 between the art and music departments, has a seating capacity of 408. The theater is used primarily for film history courses,

events sponsored by academic programs, and KCSM. Community groups rent the theater approximately twice a month.

The Mary Meta Lazarus Child Development Center, located on the east end of the campus, was built in 1981. The self-contained structure (lobby, two classrooms, two restrooms, kitchen, laundry room, staff room, and storage room) is surrounded by a fenced-in play area and has adequate space for vehicles to drop children off safely.

Throughout the campus, there are 27 pairs (men and women) of student restrooms, 11 male faculty/staff restrooms, 10 female faculty/staff restrooms, and 12 unisex faculty/staff restrooms; there are 2 restrooms for children in the Child Development Center.

Science, creative arts, and occupational program classrooms are equipped with special outlets for air, gas, water, and heat, with equipment appropriate to meet the programs' special needs. The horticulture department uses a large lecture/lab room with a refrigeration unit and sinks for the floristry program and two computerized greenhouses for hands-on application of plant propagation and maintenance.

College of San Mateo has 27 computer labs scheduled for student use throughout the day. Labs equipped with 25-30 workstations are located in Buildings 2, 9, 14, 16, 18, 19, 27, and 29. The Disabled Student Center—along with the broadcasting, cosmetology, reading, photography, integrated sciences, and electronic music programs—uses specialized equipment in small numbers. Computers are in use throughout administrative, counseling, and, to a lesser degree, faculty offices. Two faculty rooms, in Buildings 15 and 17, have been furnished with computers and printers for retrieval of e-mail, access to the Internet, and classroom preparation; one of these, the Center for Teaching and Learning, in Building 17, is also available for faculty and staff to receive training on the latest hardware and software.

The physical education facility has three gyms on the upper floor with two weight rooms, classrooms, lockers, and offices for faculty on the ground floor. The exterior grounds include two swimming pools; tennis courts; a track; baseball, football, and softball fields; and an area for golf.

The lower level of Building 9 is home to KCSM-TV and FM. A member of the Public Broadcasting Service, KCSM-TV serves the Bay Area with a 3.5 mega-watt broadcast signal over UHF Channel 60, emanating from its transmitter atop Mount San Bruno. KCSM-FM is a 24-hour, nationally recognized public radio station. The area in the lower level of Building 9 allocated to KCSM is comprised of various production studios, control rooms, technical rooms, editing suites, and support offices. This comprehensive broadcast facility provides adult education through formal instruments, such as telecourses and online and Web-assisted classes. In addition, the facility provides a training environment for students enrolled in College of San Mateo's broadcast and electronic media program.

Appraisal

To create an environment conducive to student learning, to stay current with technology, and/or to increase enrollment, College of San Mateo has successfully undertaken several facilities improvements since the last accreditation in an attempt to ensure adequate physical resources to support its educational programs and services:

- All classrooms have been wired for the Internet, with the exception of the planetarium, which has a crushed conduit;
- Five business microcomputer labs in Building 14 have been remodeled with raised floors and wiring connecting to the Internet;
- Two rooms in Building 18, one used as an open writing lab and the other as an interactive English and English as a Second Language computer classroom, have been completed with up-to-date hardware, software, and Internet access;
- The choral room in Building 2 has been renovated, with fixed individual pedestal chairs, new flooring and window coverings, removal of the stage, and a fresh coat of paint. This previously underused room, which seats 175, will be used as a large, multi-purpose assembly area to support a variety of uses, including arts programs at the college and in the community, as well as other events;
- Math classrooms and a physics lab with fixed seating in Buildings 16 and 12, respectively, were remodeled with tables and chairs to allow for collaborative projects;
- A lecture room in Building 16 was converted into a math computer lab;
- A classroom in Building 18 was converted into a speech lab with video recorders to tape speeches and computers for writing assignments;
- A classroom in Building 19 was converted into a computer-assisted drafting lab;
- Faculty representing geology, chemistry, physics, and biology proposed and were supported in their efforts to establish the Integrated Science Center. Renovation took place in two rooms in Building 12; windows were placed in the adjoining wall and the rooms were wired for the Internet;.
- Computer information science labs in Buildings 18 and 29 were reconfigured and remodeled;
- A completely new Library Learning Center has been created in the lower level of Building 9, in response to student needs and faculty recommendations; and
- To create student-centered programs focused on collaborative learning and integrated disciplines, the college renovated the area in Building 27 formerly used by the machine tool program into a digital media lab facility to accommodate multimedia, photography, technical art and graphics, music, and broadcast and electronic media programs. This large facility has two computer labs for hands-on interactive work and an area for student team projects.

Through fundraising activities and an agreement with local city governments in San Mateo County, facilities, equipment, and materials at KCSM are current for the

broadcast industry. KCSM television and radio studios are used by broadcast and electronic media faculty to train students in a professional environment.

The theater is currently underused. Efforts to induce off-campus organizations to rent the facility for community events have been minimal. The hiring of a full-time theater technician and event coordinator to assist in the planning of activities specifically for the theater will allow the college to make greater use of this facility. Meanwhile, the stage curtains, the chairs, the screen, and the control panel need to be updated.

Many computer classrooms and lecture facilities at College of San Mateo need better window coverings to control light levels, reducing glare on monitors.

Classroom facilities are in demand Monday through Friday, during the hours of 8:00 a.m. to 1 p.m. for scheduled course offerings. From 6:30 p.m. to 10 p.m. Monday through Thursday, 90 percent of lecture classrooms are in use. Computer classrooms are heavily used, particularly in computer information science, multimedia, graphic arts, and digital photography. Yet, classrooms are underused during the afternoon and weekend hours. During the week between 1 p.m. and 6 p.m., approximately 25 percent of lecture and lab classrooms are in use, and on Saturdays and Sundays only 20 percent of the rooms available for classes are used for instruction. On Saturdays, 50 percent of the occupied classrooms are used primarily for corporate and community education and distance learning courses.

The district's *Five-Year Construction Plan for 2001-2005* (Ref. 8.1) for College of San Mateo has been submitted to the California Community Colleges Chancellor's Office. This project, which includes seismic retrofitting, brings together student services (admissions and records, counseling, health services, financial aid, and other programs and services) in Buildings 5/6, adjacent to the food service, student activities, and meeting areas.

Plan

Make the completion of the project to remodel Buildings 5/6 a priority.

Study reallocation of space and scheduling for underused facilities.

Standard 8.2

The management, maintenance, and operation of the physical facilities ensure effective utilization and continuing quality necessary to support the programs and services of the institution.

Description

The management, maintenance, and operation of the physical facilities at College of San Mateo are centrally controlled by the facilities, maintenance and operations department at the San Mateo County Community College District Chancellor's Office. The office of the director of facilities, maintenance and operations is located in the district office building, where decisions regarding policies, procedures, funding, and personnel issues are made for dissemination to college facilities departments.

Planning and implementation of facilities services is conducted in accordance with language from the *Report on District Facilities Maintenance and Improvements* (Ref. 8.2). The report is a guideline for defining projects, processes, and priorities, as well as establishing budgets and reporting status. The district director of facilities, maintenance and operations prepares and disseminates a separate list for each college and for district-wide projects that have been approved and budgeted. These lists are also used to show progress made on the projects throughout the year and are available upon request to college administration and shared governance bodies.

The district submits an annual *Five-Year Scheduled Maintenance Plan* (Ref. 8.3) to the college president before submittal to Chancellor's Cabinet for final approval. Maintenance concerns such as roof repairs, window-covering improvements, lighting improvements, and attention to heating, ventilation, and air conditioning are addressed by these reports.

The facilities department at College of San Mateo employs the following personnel: a campus supervisor to manage personnel and oversee day-to-day operation in buildings and grounds; a clerical office assistant to answer and process telephone calls; six maintenance personnel to work on repairs and preventive maintenance; seven groundskeepers for landscaping and maintenance of campus grounds, athletic fields, and roadways; and nineteen custodians to clean and preserve the physical attractiveness of all buildings. The maintenance of parking lots, motor vehicles, swimming pools, tennis courts, and pedestrian paths is included in the service objectives of this department. Routine maintenance and operations are scheduled and executed through a work request system. Telephone work requests may be initiated by faculty, staff, or division offices for immediate attention.

Appraisal

The need of several campus buildings for new roof surfaces, including attention to corresponding drainage, is being satisfied by an ongoing re-roofing project. Modified work schedules, designed to cause minimal disruption to instruction, and special materials are part of the effort district planners have made to minimize the inconvenience and discomfort to those using affected facilities.

While improvements have been made, many of the buildings and/or rooms are in need of upgrades, remodeling, or enlargement to enhance the learning environment. A detailed plan describing college facilities needs has been developed in the 1997 *San Mateo County Community College District Phase II-Educational/Facilities Master Plan Report* (Ref. 8.4); however, funding for this plan has not yet been identified. Renovation of vocational/technical labs is included in the *Educational/Facilities Master Plan*.

As the requirements for curricula change with technology, many instructors find themselves more dependent on electronic visual media, and thus the need for electricity outstrips its supply. Neglect in upgrading electricity increases the odds of burdened circuitry and potential fire danger.

Air conditioning performance for the entire lower level of Building 9 has been inconsistent, and complaints about rain seepage and excessive dust have come from the majority of occupants at KCSM.

Throughout the campus, clogged drains and leaky pipes have proven to be a challenge to district engineering personnel and private contractors. Until resolved, these problems continue to threaten vital components of building infrastructure.

There is a critical need to re-evaluate the number and size of the tasks charged to the facilities department of College of San Mateo. In the *Request for Employee Response to Standard 8* survey (Ref. 8.5), staff and faculty reported consistent difficulty in communicating with the college facilities department. Specific written requests have reportedly been unacknowledged, or requests are delayed. Faculty and staff frustration is growing, due to the inability to reach critical personnel during evening hours.

A study of task efficiency/completion rate in relation to the number and skills of personnel would provide a guideline for service expectation at the college.

Plan

Strengthen communication between the district and college facilities departments and the college staff to ensure reasonable response time to inquiries regarding emergency repairs, routine maintenance, and project status.

Re-evaluate the number and size of the tasks charged to the campus facilities department, for the purpose of providing the necessary staff to effectively perform the duties and responsibilities of the department.

Provide college facilities supervisors the flexibility and authority to monitor campus projects and to develop a facilities/maintenance budget that they administer.

Standard 8.3

Physical facilities at all site locations where courses, programs, and services are offered are constructed and maintained in accordance with the institution's obligation to ensure access, safety, security, and a healthful environment.

Description

College of San Mateo plans, offices, and committees related to physical facilities are maintained in accordance with state and federal laws and established board policy. According to *Off-Campus Facilities for 1999-2000* (Ref. 8.6), approximately 60 off-campus locations used by the college for instruction are serviced and maintained by their respective owners and are reviewed by College of San Mateo and district personnel, as required, for safety and security.

College of San Mateo adheres to the Americans with Disabilities Act, a national policy protecting the rights of people with disabilities. In keeping with the aim of removing physical barriers, the Disabled Students Programs and Services staff are the college advocacy group responsible for monitoring facilities and bringing compliance issues to the attention of the college president.

The College Safety Committee, chaired by the director of operations, is charged with promoting a safe institutional environment for staff and students, preparing plans for major disasters, and conducting safety inspections. It uses as its guide the *San Mateo County Community College District Employee Injury Prevention Program* (Ref. 8.7), based on Senate Bill 198. In 1998, the office of the vice president for student services developed the *College of San Mateo Emergency Response Guide* (Ref. 8.8), which has been placed in every classroom, office, and area where college activity takes place. Sixteen administrative offices also have a copy of the more extensive *College of San Mateo Emergency Response Plan* (Ref. 8.9).

College of San Mateo security department provides 24-hour security in conjunction with the City of San Mateo police department. Duty procedure manuals are located in the security department. The college has taken measures to prevent loss of equipment through theft and vandalism. Computer labs, the library, and other areas where specialized equipment is stored are equipped with security alarms that are monitored by contracted individual security alarm companies. Alarm signals are transmitted to the security company, and they, in turn, proceed to alert the college security department, City of San Mateo police department, and a contact person from the department in charge of the particular facility.

The college is responsible for general cleanliness, good housekeeping practices, and reporting of maintenance needs on the campus. The district director of facilities,

maintenance and operations is responsible for the monitoring of hazardous material waste disposal and policies. Departments such as aeronautics, chemistry, dental assisting, horticulture, journalism, photography, and welding, in addition to buildings and grounds and the health center, have specific procedures for handling hazardous materials. Faculty and lab technicians are well versed in storing, handling, and disposing of hazardous materials. In classes in which hazardous materials are used, students are taught to handle and dispose of toxic substances safely (Ref. 8.10). College of San Mateo contracts as needed with certified waste handlers for hazardous waste disposal. College staff whose employment exposes them to blood-borne pathogens or other potentially infectious materials have been given the opportunity to be vaccinated and have been trained in the proper handling and disposal of blood-contaminated waste.

Appraisal

The college has been successful in making improvements in accordance with the *Review of Campus for Physical Accessibility at College of San Mateo* (Ref. 8.11). To improve handicapped access, blue handicapped parking spaces have been provided in nine parking lots. However, there is no handicapped parking for Building 9, which houses the library, the Learning Resource Center, and KCSM, among other functions. The absence of handicapped parking adjacent to this heavily used building places an unreasonable burden on individuals with disabilities.

The college has made progress in reducing barriers to individuals with disabilities. To provide full access to the library, an exterior ramp has been constructed, a new lobby elevator and three electric door units have been installed, and restrooms have been remodeled. Additional elevators have been installed in the creative arts complex, administration building, gymnasium, and two classroom buildings. Also, automatic doors have been installed in Buildings 5, 8, 12, 14, and 16. Barrier removal projects for the next two years include elevators for Buildings 5/6 and 18. Remodeled computer labs with raised floors have ramps, handrails, and raised workstations to accommodate wheelchairs. While individual stalls inside restroom facilities have been renovated to accommodate wheelchair-bound students, with the exception of those in Building 9 exterior doors to restrooms do not meet current handicapped accessibility regulations.

The 1998 program review of Disabled Students Programs and Services states that handicapped parking spaces in lots around the campus are sufficient to enable students and visitors with disabilities to access buildings easily. The Assistive Technology Center staff train handicapped students in the use of assistive hardware and software. The staff are currently working with computer lab coordinators and faculty to adapt online courses for the visually impaired. Selected computers in instructional computer labs, the library, and the Library Learning Center have been equipped with assistive technology software (ZoomText and JAWS).

The district Chancellor's Office has submitted a district-wide initial project proposal (Ref. 8.12) for architectural barrier removal to the California Community Colleges Chancellor's Office. The project requests funding to correct ramps and parking lots, doors, vertical access/elevators, restrooms, and drinking fountains, among other things.

Evidence suggests that the campus is generally safe (Ref. 8.13), but attention needs to be paid to several safety issues. Eighty-nine percent of the respondents to the *Classified Staff Survey* (Ref. 8.14) indicated that they feel safe on campus. Of the respondents to the *Student Satisfaction Survey* (Ref. 8.15) 89 percent felt that the campus is safe for all students. However, Associated Students officers felt that emergency telephones are needed on every floor of classroom buildings and that a telephone should be installed in each parking lot.

In addition, the current fire alarm system, though providing protection, has become cumbersome for the college and local fire departments, due to difficulty in locating the activated alarm pull box. The fire alarm system was repaired during the 1999-2000 academic year, and college facilities personnel routinely test and maintain fire alarms and extinguishers located throughout the campus.

Problematic door locks present another safety problem. Unlocking or locking classroom and office doors is becoming more difficult because of aging locking devices installed 35 years ago. A campus-wide maintenance proposal for re-keying of building entrance doors to replace aging locks and to increase security will be completed within five years.

Another major safety issue is the need for increased and effective lighting in parking lots, campus walkways, stairways, and areas where the community congregate (i.e., theater, tennis courts, athletic fields). In the *Faculty/Administration Survey* (Ref. 8.16), 66 percent of the respondents indicated that campus lighting is not adequate, especially in parking lots, and students and faculty attending evening classes in Buildings 2, 10, 11, 12, 14, 15, 16, 17, and 18 have complained of poor lighting. In addition, instructors have described inadequate lighting as a contributing factor of a dingy appearance within certain hallways, and faculty and staff across the campus have raised concerns regarding the timely replacement of lamp bulbs and maintenance of lighting fixtures.

To address some of these concerns, district funds have recently been expended to improve the main walkway lighting with long-lasting, energy-saving bulbs, improving visibility while reducing labor and energy costs. In addition, a project to improve exterior lighting in parking lots at College of San Mateo was recently funded by the California Community Colleges Chancellor's Office (Ref. 8.17). The estimated cost of the project is \$146,200, and it requires a 50 percent match with district funds. Targeted projects include additional lights for walkways, buildings, and ten parking lots.

Other safety concerns expressed by faculty include uneven walkways created by shallow tree root systems, free-standing bookcases and cabinets in offices, lack of proper chemical containment in Buildings 25 and 28, and unsafe football stadium bleacher seats. Work on uneven walkways was begun in 1999-2000, with 85 percent of the problems eliminated with the grinding down of the cement to even the surface.

In addition to efforts to improve safety, the college has been somewhat successful in improving its facilities to create a more healthful environment. Building 9, which houses the library and various other functions, has undergone extensive seismic upgrading, asbestos removal, accessibility remodeling, and general remodeling. New lighting systems; a new heating, ventilation, and air-conditioning system; improved electrical service; and a state-of-the-art telecommunications infrastructure have been installed. Asbestos abatement projects have also taken place in Buildings 5 and 18; however, there continues to be general concern regarding asbestos in classrooms, offices, and hallways, as was revealed in the *Request for Employee Response to Standard 8* survey. For the past eight years, the district has applied for state funding for hazardous materials removal, but little money has been available. The district periodically monitors the situation to assure hazardous materials do not pose a threat to students, faculty, and staff.

Complaints of temperature, noise, and structural damage have surfaced from employees and students in Buildings 2, 3, 4, 9, 10, 11, 12, 14, 15, 18, 20, 22, and 25. Temperature ranges have affected the health of occupants, burdened electrical circuitry, contributed to electronic component failure, and hindered overall productivity. Noisy temperature control systems have caused significant distractions in a number of aural-sensitive learning environments. Moreover, discoloration and decomposition of ceiling and wall surfaces have become more frequent due to plumbing and fluid leaks associated with heating and cooling equipment.

Another health concern is the condition of college restrooms. Students, faculty, and staff have described inadequacies in several campus restrooms. In the *Faculty/Administration Survey*, 73.1 percent of those responding felt that campus restrooms are not adequately maintained; problem areas include lack of cleanliness, poor ventilation, broken fixtures, poor lighting, and graffiti.

Despite facilities problems, the majority of College of San Mateo students, faculty, administration, and staff who responded to the accreditation self-study surveys felt that the physical appearance of the campus is pleasing and that the campus is adequately maintained. While the vast beauty surrounding the college promotes a positive learning environment, landscape maintenance is a task too large for the current number of College of San Mateo personnel. Deterioration includes dead lawns and plants, weeds, litter, and lack of edging. The noise from mowing equipment often disturbs classes that are in session, and many of the sprinkler heads have watering patterns that cover campus walkways, impeding passage.

College-wide recycling is encouraged through programs that use specific receptacles for glass, aluminum, and paper placed in conspicuous locations, and the recycling program objectives are reinforced through public bulletins and campus mail. Yet, faculty members have expressed dissatisfaction with campus litter and overflowing exterior trash containers and have suggested more frequent garbage pickup. Litter containers that remain unserviced for extended periods are subject to wildlife foraging.

Plan

Develop measurable performance guidelines for facilities staff to ensure a clean, safe, comfortable, and welcoming environment for students, faculty, staff, administrators, and guests.

Develop a plan to complete projects as identified in the *Review of Campus for Physical Accessibility at College of San Mateo* and for the removal of asbestos from campus facilities.

Install a new fire alarm system to effectively provide fire safety monitoring for the campus.

Provide a handicapped parking area adjacent to Building 9 large enough to accommodate the high volume of visitors to this multi-purpose building.

Standard 8.4

Selection, maintenance, inventory, and replacement of equipment are conducted systematically to support programs and services of the institution.

Description

The selection, maintenance, inventories, and replacement of equipment are handled differently in the instructional, support services, and facilities areas.

The selection of equipment for instructional programs follows shared governance procedure. The instructional and counseling divisions are annually asked to prepare an equipment needs list to present to faculty within each division for prioritization. Instructional deans, along with the counseling dean, present requests for discussion and make recommendations for the disbursement of state equipment funds; the Academic Senate president participates in the discussion and decision making process. The vice president for instruction submits the requests to President's Cabinet and College Council for review, with the final decision regarding the distribution of equipment funds resting with the college president.

Selection of computer equipment for administrative and office support staff is made by the district technology officer, who oversees the installation of hardware, software, and peripherals for the district and also acts as a consultant in the purchase and/or leasing of computers for instructional programs.

In the area of facilities, selection of upgrades and new equipment is made by the district in consultation with the college facilities supervisor and staff, using deferred maintenance funding from the state, if funding is approved.

Maintenance of equipment for instructional programs is on an as-needed basis. Support for software installation and maintenance of equipment are provided by the Instructional Technology Service and Support Group and/or equipment manufacturer. As part of their inventory, programs set aside part of their budget for maintenance of equipment. The maintenance of facilities equipment is on a preventive maintenance schedule.

Inventory is maintained by assigning each piece of equipment an inventory number. These numbers are kept in the district and division offices. When equipment is moved, surplus, or discarded, a form is completed and sent to the district for record keeping.

The instructional, student services, and facilities areas separately manage equipment replacement.

Appraisal

A lease-to-buy program, rather than the purchase of computer equipment, has helped instructional programs maximize state equipment funding dollars. Business, language arts, technology, counseling, and creative arts have been able to take advantage of this leasing alternative.

The college has done a good job keeping computer equipment and software a high enough priority to support computer labs for instructional programs, as well as to support student services. However, support services have not kept pace with the growing use of instructional technology and equipment. The college needs to provide more access for instructors who occasionally wish to use a computer for classroom presentations and cannot because of lack of proper equipment, such as a media projection system. The need for more computer carts was made evident in evening classes when three requests from the building inspection program could not be met because two computer carts were on permanent loan for the entire semester.

Some traditional teaching aids, such as microscopes, tape recorders, VCRs, camcorders, and monitors, are becoming outdated, and their maintenance, unfortunately, is not being fully funded because the need to keep up with rapidly changing technology currently outweighs the need to maintain old technology.

The maintenance of computer equipment is improving with the addition of more computer support staff technicians; however, other equipment on campus may take days, weeks, or months to get fixed, depending on the priorities and funding of individual divisions.

Unfortunately, the college and the district facilities, maintenance and operations department do not have in place a systematic plan for replacement of equipment, vehicles, and furnishings.

Plan

Develop a comprehensive plan for updating, acquiring, and replacing equipment in a timely manner, using the existing shared governance structure.

Standard 8.5

Physical resources planning and evaluation support institutional goals and are linked to other institutional planning and evaluation efforts, including direct or system planning where appropriate.

Description

In 1995, the San Mateo County Community College District undertook a comprehensive study of the facilities needs of its three colleges and available sources of funding. This study resulted in the June 1997, *San Mateo County Community College District Phase II–Educational/Facilities Master Plan Report*.

At the college level, physical resources planning is included in the overall planning document, College of San Mateo's annually updated *On-Going Institutional Ambitions and College Goals* (Ref. 8.18). The 2000-2001 document lists improvement of facilities, grounds, and equipment as one of the four priorities for the institution, stating that "CSM must have facilities that are clean, safe, comfortable, welcoming and accessible to a diverse student body, faculty and staff; encourage human interaction and dialogue; and facilitate learning, exploration, inquiry, and debate."

Priority setting for major/minor construction projects begins at the college department/division level, with additional information regarding projects that have accumulated from the prior year provided by the operations office. Division priorities are submitted through the college deans to the vice presidents and forwarded to President's Cabinet and College Council for review. Factors considered in college priority setting for major/minor construction projects include health, safety, balance across campus, and special programmatic needs. The college

priority lists are submitted to Chancellor's Council and District Shared Governance Council, at which time infrastructure considerations are added by the district facilities, maintenance and operations personnel. The lists from all three colleges and the district Chancellor's Office are reviewed by Chancellor's Council and District Shared Governance Council and prepared for submission to the San Mateo County Community College District board of trustees.

Appraisal

A detailed plan describing district facilities needs has been developed, and the board of trustees is currently studying a number of different options for financing the meeting of those needs. A general obligation bond measure of approximately \$164 million to be used to renovate facilities was taken to the voters in November of 1999 but did not pass by the necessary two-thirds majority.

Despite the failure of the bond measure, goals identified in College of San Mateo's *On-Going Institutional Ambitions and College Goals* for 1999-2000 (Ref. 8.19) that were completed include the following: removal of the stage and installation of new seating and new flooring in the choral room; scheduling and implementing College Clean-up, April 10-14; and reconfiguring the space in Buildings 5/6 vacated by San Mateo County Historical Museum to accommodate journalism on a temporary basis. Projects to be funded if a bond measure is in the future placed on the ballot and passes include the following: modernize and improve science, computer, and vocational/technical labs, general purpose classrooms, exterior lighting, and accessibility of campus restrooms and similar facilities.

Goals related to facilities that were stated in *On-Going Institutional Ambitions and College Goals* but were not accomplished for 1999-2000 include working with facilities personnel to define a set of reasonable classroom standards and beginning to implement a plan for the improvement of signs and other tools for identification and direction on campus.

Long-range planning is currently restricted to preparing the *Five-Year Scheduled Maintenance Plan*, and, as was mentioned above, there is no district planning and operations plan for equipment, vehicles, or furniture replacement.

Plan

Establish an institutional facilities planning committee comprised of faculty, staff, students, and administrators to study, recommend, and prioritize major/minor projects.

Standard Eight Document References

- 8.1 San Mateo County Community College District (SMCCCD) 2001-2005 Five-Year Construction Plan, February 1, 2000
- 8.2 SMCCCD Board Report 97-1-1C, Report on District Facilities Maintenance and Improvement, January 8, 1997
- 8.3 1999-2000 to 2003-2004 Five-Year Scheduled Maintenance Plan
- 8.4 SMCCCD Phase II–Educational/Facilities Master Plan Report, June 1997
- 8.5 Request for Employee Response to Standard 8, September 8, 1999
- 8.6 Off-Campus Facilities for 1999-2000, Memorandum from the SMCCCD Office of the Associate Chancellor, June 10, 1999
- 8.7 SMCCCD Employee Injury Prevention Program, June 1991
- 8.8 College of San Mateo (CSM) Emergency Response Guide, 1998
- 8.9 CSM Emergency Response Plan, Fall 1998
- 8.10 CSM Laboratory Safety Handout
- 8.11 Review of Campus for Physical Accessibility at College of San Mateo
- 8.12 Districtwide Initial Project Proposal, Architectural Barrier Removal, January 27, 1999
- 8.13 CSM Crime Awareness and Campus Security, 2000-2001
- 8.14 CSM Classified Staff Survey, Summer 1999
- 8.15 CSM Student Satisfaction Survey, Summer 1999
- 8.16 CSM Faculty/Administration Survey, Summer 1999
- 8.17 SMCCCD Board Report 99-3-4C: Report on District Lighting Projects, March 10, 1999
- 8.18 College of San Mateo On-Going Institutional Ambitions and 2000-01 College Goals
- 8.19 College of San Mateo On-Going Institutional Ambitions and 1999-2000 College Goals Update, 11/3/99