

IIIB. Physical Resources

B1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Evidence of Meeting the Standard

The Pasadena Area Community College District offers courses at the following locations: the Colorado Campus, Foothill Campus, PCC at Rosemead, PCC Northwest, and the Child Development Center. All locations are evaluated on a regular basis to assess the condition of facilities, primarily through daily on-site inspections and employee reports (Help Desk requests for service) (IIIB1_1).

Also, Keenan & Associates (the District's Property & Liability self-insurance administrator) performs an annual comprehensive Property & Liability Assessment Audit for the District (IIIB1_2). The audit report provides a list of areas where repairs should be made and categorizes it by priority. The District uses this report to prioritize maintenance jobs and to develop plans for long term projects.

The District continues to improve and support the instructional environment through the expansion and modernization of its facilities. Still, it recognizes it has facilities that need upgrades or replacement. The Sarafian Science Building (U building) was vacated due to seismic concerns in 2012, but because of budget constraints at the state and local level, the college has only recently received funding for replacement.

A number of campus facilities are over 30 years old the gradual deterioration associated with these spaces includes, but is not limited to, outdated wiring and windows, compromised HVAC systems, and general maintenance needs such as painting. To continue to provide access to quality instruction, the District has recognized a need to improve its infrastructure. A comprehensive review of all District facilities was performed by HGA Architects. HGA's report (IIIB1_3) identified structures in need of replacement or repair. To that end, HGA's recommendations and input from College constituents has led to the development of a new Facilities Master Plan (FMP). (Insert final FMP here) To fully satisfy and fund the necessary renovation and replacement projects and implement the new FMP, the District is preparing to pursue a bond measure.

The District continues, as best as possible, to fund repairs and facilities upgrade projects. These projects are prioritized by the nature of need or emergency. Funds are allocated each fiscal year through the District's budgeting process discussed in Standard III.D. For critical facility needs, the Assistant Superintendent/Vice President, Business and Administrative Services, and the Executive Director of Facilities & Construction, in consultation with the

Superintendent/President, prioritize funding allocations for projects that maintain the safety and security of students, faculty, and staff.

A Work Orders & Repairs ticketing system is used by all District constituents (both employees and students) to report facilities issues. The link to the ticketing system is on the District's website (IIB1_1). By clicking "submit a ticket," the user is directed to indicate the location of the repair and asked to describe the nature of the issue. The user also has the ability to attach a photo to visually demonstrate the issue. Upon submitting, a confirmation email is then sent to the user to confirm receipt of their report. This online ticketing system, along with the in-person Help Desk, provides the ability for anyone to report facility needs 24 hours per day, 7 days a week.

PCC uses various resources and planning mechanisms to regularly plan, evaluate, and ensure the physical resources and locations are sufficient and safe at all sites. Planning for the use of instructional space is done through 25Live, an online space management reservation system. This system contains spatial information and room attributes for all buildings and rooms on campus. The Office of Instruction and the Scheduling Office, in consultation with instructional division deans, utilize this system to plan and schedule classes and to ensure the assigned classroom meets the needs of the intended course instruction ([IIB1 X 25 live screenshot.pdf](#)).

The facilities department works with Keenan & Associates (the District's Property & Liability self-insurance administrator) to provide training to facilities employees on various topics. Training topics include the following: safe handling of chemicals, forklift safety, and soft skills training. All facilities employees are invited to attend, and those who work in areas that are within the scope of the training topic are required to attend.

The District has its own police force. Campus police and cadets patrol all District locations 24 hours per day, 7 days a week, providing the District community security, service, personal safety escorts and the prevention of criminal activity.. [Add BP 7600 Police Departments](#)

Analysis and Evaluation

PCC meets the Standard. The College has sufficient facilities to meet the current needs to carry out its educational mission. District administration engaged with external consultant HGA Architect to perform a comprehensive review of existing facilities. The consultant's report indicated the need to repair and replace existing structures and has led to the development of a new Facilities Master Plan. To meet facility needs and to bridge the funding gap, the District is actively considering a bond measure in a future election.

The District utilizes the facilities in-person Help Desk as well as an online ticketing system to manage the day-to-day maintenance needs. The District's police force provides around the clock security protection at all District locations.

B2. The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.

Evidence of Meeting the Standard

The District plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and supports the College's programs and services to achieve our mission. PCC relies on cyclical instructional program planning as well as administrative/non-instructional program plans to determine and evaluate the effectiveness in utilizing physical resources, space, and equipment. Every Annual Update has a section that asks authors to address institutional support in regards to Space allocation (IIIB2_1_Annual Update- Evaluation Item C-Space Allocation Instructions).

As described in section III.B.1 above, instructional space planning is done through a web-based program called 25Live. This program houses the spacing specifications, as well as seating capacity for each instructional and non-instructional space. This information is utilized in the class scheduling process to ensure appropriate space assignments.

In 2002, the voters approved \$150 million of General Obligations Bond (Measure P) to be issued to renovate and replace District facilities. With the funding provided by Measure P, the District performed a number of important construction projects, which included the brand new construction of the Center for The Arts (completed in January 2014), a parking structure (completed in January 2005), the Campus Center remodel (completed in March 2010), and the construction of the Industrial Technologies Building.

The Measure P Bond also provided funding for various retrofitting and renovations, such as the Veterans' Resource Center and the Pathways Center. There were other small projects as well, such as ramps to provide wheelchair access to buildings and general campus areas.

The District's Facilities and Construction Department also performs regular inspection of District campuses to ensure the delivery of a quality environment necessary to support its programs and services. Buildings or equipment that present safety concerns are removed from service until proper action can be taken. An example would be the Armen Sarafian Hall (U Building). The Sarafian building was deemed a seismic hazard in 2012 and was subsequently taken out of service. The District immediately applied to the California Community Colleges Chancellor's Office for funding to replace the building and was prioritized as the number one project. With the passage of Proposition 51, the District was initially awarded full replacement funding for this project. However, the California State Department of Finance has since changed the funding level several times. The college was able to secure 80 percent funding, which obligates the District to fund the remaining 20 percent and any cost escalation locally.

In the fall of 2019, the District re-engaged with the consultants, HGA Architects that developed the initial Facilities Master Plan documents, to incorporate their initial work into a revised Facilities Master Plan for the District. The revised report (IIIB1_3) showed extensive need to replace/renovate existing facilities and equipment to support the District's programs and services and to achieve its mission. The total cost estimate to complete these recommended projects amount to \$ million. The District incorporated the consultant's report into the latest Facilities Master Plan (IIIB2_1). The updated Facilities Master Plan prioritizes renovation and replacement in accordance with the District's Education Master Plan. The prioritized list estimates \$ of necessary projects. The cost to perform these projects outpaced the District's existing funding allocation; therefore, the District is actively considering a general obligation bond in an upcoming election cycle.

Analysis and Evaluation

The College meets the standard. As with any college, there is work to be done to replace/renovate/remodel/upgrade District facilities. PCC maintains the safety, security, and capacity it needs to deliver quality instructional programs, but aging facilities and the need to revitalize programs to meet market demand will require the District to modernize the educational environment for current and future students. The College will need to seek additional financing to replace/upgrade facilities. Whether that be through a general obligation bond or a PCC Foundation Campaign or other avenues, it will be important to address these issues in the next five years.

B3. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

Evidence of Meeting the Standard

PCC uses multiple planning components to assure the feasibility and effectiveness of physical resources in supporting institutional programs and services. The Educational Master Plan and the Facilities Master Plan guide the planning process for the College's physical resources in supporting institutional programs and services. The Facilities Standing Committee (IIIB3_1), with membership from all campus constituency groups, provides additional guidance from a user perspective ([IIIB.3_2_Facilities_Standing_Committee.pdf](#)).

Space utilization information is stored in 25Live. 25Live is utilized to optimize course scheduling and efficiency throughout each academic year.

Equipment is assessed on a regular basis through both institutional and departmental processes. Campus-wide users report equipment issues using the District's Work Orders & Repairs system,

as discussed in IIIB1. The Executive Committee of the College reviews major renovation or remodel requests in consultation with the areas affected.

The Facilities Master Plan (IIIB2_1) identifies projects in relation to existing and anticipatory lecture, laboratory, and office space to maximize capacity workload measures. The FMP is driven by the mission of the College, the EMP and the College's goals.

Guided by the Facilities Master Plan, annual update resource requests, and the District's work orders and repairs request system, the District plans and implements scheduled maintenance projects for the repair and renovation of existing facilities as well as new construction and modernization. The FMP and the annual update resource requests helps determine what an item and/or project will cost and when it should be replaced and/or repaired.

Analysis and Evaluation

PCC meets the standard. The College assures the ability of its physical resources to support programs and services through an ongoing cycle of integrated planning and evaluation.

B4. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

Evidence of Meeting the Standard

The District long-range capital plans support institutional improvement goals and reflect projects of total cost of ownership of new facilities and equipment. Total cost of ownership is now a systemic consideration in every major capital improvement plan. Using data culled from constituency groups, vendors, master plans, comprehensive program review and annual updates, PCC employs a variety of strategies to make sure facilities and equipment serve students and staff in the current and long-range planning efforts.

The District contracted with HGA Architects to perform a comprehensive review of existing facilities and to plan for future capital needs. In order to identify and address long-range capital needs, HGA met with various constituency groups and held Q&A sessions at all District locations (IIIB4_1). A summary report was issued in spring of 2020, where it disclosed significant needs for the District to modify and replace a significant number of structures (IIIB1_3). The District's existing Measure P General Obligation Bond was approved by the voters in 2002. The bond measure allowed the District to construct a brand new Center for the Arts building, parking structure, as well as numerous necessary renovations to existing facilities. As of June 30, 2019, Measure P only has \$2.8 million remaining in its fund balance, and it is not sufficient to meet the needs identified by the consultant's report. As a result, the District is actively considering a new bond measure in an upcoming election cycle.

Note: Mike Bush is sending narrative

Analysis and Evaluation

PCC meets the standard. Long-range capital planning efforts for facilities, technology, equipment, and general campus improvement consider total cost of ownership as a fundamental component.

Conclusions on Standard III.B. Physical Resources

PCC meets the standard. Facilities are constructed and maintained to provide accessibility to all. A safe environment is maintained through ongoing inspections and remediation of deficiencies. Safety trainings are provided for maintenance and operations staff. Security is enhanced by clear emergency protocols and training opportunities, as well as the District's police force.

PCC assures the ability of its physical resources to support programs and services through an ongoing cycle of planning and evaluation. The new Facilities Master Plan is based on extensive facilities assessment and a wide range of input from internal and external constituencies. Facilities and instructional equipment priorities align with PCC's mission.

Long-range capital planning is integrated into the Integrated Planning system and supports the District's Educational Master Plan. All constituents, including all constituency groups, the Facilities Department, and the Facilities Standing Committee, are involved.

Include minutes to master plan facilities committee (above for IIIB). Feedback from Mike?

Sustainability Committee- description from faculty members, existing on in college council guidelines- need updates

Improvement Plan(s)

None

Evidence List

Facilities Dpt. web page to show where to submit a facilities request ticket.	IIIB1_1 Help Desk & Online Ticketing.pdf
Keenan & Associates' property and liability report on facility conditions	IIIB1_2 P&L Assessment Audit.pdf
HGA Architect's report on facilities	IIIB1_3 (not available yet at the time of draft, anticipated before March 2020)
Facilities Master Plan	IIIB2_1 (report not available yet at the time of draft, anticipated before March 2020)
Sample meeting agenda for the Facilities Standing Committee	IIIB3_1 Facilities Standing Committee 9-14-19 Mtg Packet.pdf

Meeting agenda for HGA Architects to show the District collecting opinions from all constituency group on facility needs	IIIB4 1 HGA Meeting Agenda.pdf
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