

### **III.B. Physical Resources**

**Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.**

**III.B.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.**

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

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

### **Descriptive Summary**

Crafton Hills College is sited on 523 acres in the foothills of the San Bernardino Mountains and overlooks the Yucaipa Valley. The college includes a new learning resource center, a performing arts center, a gymnasium, a student services annex, a child development complex, an aquatics center, a visual arts building, and a bookstore. A bond measure passed in 2008 has prompted the next phase of construction at the college. Currently under construction are: a fitness center, a science building, a public safety and allied health building, which will replace the current structure, and a new student center which will house student services, food services, the bookstore, and administration.

The physical resources at CHC are maintained and operated to ensure the best possible use with regards to the education, safety, and overall institutional effectiveness of the campus. CHC has a comprehensive program to maintain and utilize the ongoing changes to student populations, needs, and faculty services. CHC uses many different software tools, planning tools, committees, and services to incorporate all of the changing needs and services that are provided by the campus.

The campus Safety Committee meets monthly to address the status of safety self-inspections, status of safety plans, patterns in reported injuries, discuss ways to improve safety on campus, as well as plan emergency preparedness activities (IIIB.1.1). Any injuries are reviewed (IIIB.1.9) and managers report on what has been done to mitigate repeat injuries. A safety issue tracking log has been developed for any safety concerns that require tracking to resolution (IIIB.1.2). The maintenance staff conducts monthly exterior lighting reviews to repair or replace any lighting issues. The campus uses an online maintenance service software to track and distribute daily,

weekly and monthly service or maintenance concerns (IIIB1.3). This service is integrated with the staff and faculty to give a fast response to any needs that need to be addressed by the custodial, maintenance or grounds personnel. This software also enables managers to extract necessary data to assess effectiveness and focus in on unsatisfactory areas to improve service to the campus

- EH&S Administrator – To improve safety awareness and compliance within the District, the District has employed a full-time Environmental Health Administrator.
- Safety program development – The campus continues to increase safety awareness and compliance through implementation of drafted and finalized safety programs (IIIB.1.6).
- Regular safety trainings are provided to increase awareness of safety hazards and how to properly respond and work safely. Trainings are provided through Keenan Safe Colleges and live trainings provided by EH&S and Administrative Services (IIIB.1.4)
- Statewide Association of Community Colleges (SWACC) – biannually, Keenan’s loss control manager provides inspections and reports findings. These findings are reviewed and work orders are generated as appropriate to address the issues. Follow up inspections are provided in the interim years between inspections (IIIB.1.7) (IIIB.1.8).
- Safety Self inspection findings – CHC has begun the next level of safety compliance in performing self-inspections on a regular and recurring schedule (IIIB.1.5).
- The campus has completed upgrading all of the parking lot lighting and upgrading ADA parking and pathways to comply with current codes.
- All permits for elevators, HVAC equipment, fuel stations, pesticides, backflow devices, and generators are maintained per the appropriate regulations and are current.
- The Chemistry, Biology and M&O department have a comprehensive program to handle and dispose of all biological, hazardous and electronic wastes. These materials are reused or recycled where possible and disposed of by a certified vendor in compliance with the appropriate agencies.
- Offsite Facilities
- The Emergency Training Center:
  - The training center operates in a joint partnership agreement with San Bernardino City Fire Department, the San Bernardino County Fire Department, and The San Bernardino Community College District.

- The Dean of Career Development at CHC also serves as the Program Administrator for this facility and is the direct contact for the Fire Departments and Police Departments. A scheduling calendar is located at the training center.
  - This facility serves both international and national (including local) groups. These are not courses that fall under the college academic preview but are field training/experiences courses.
  - Because of the association with the career and technical education programs at Crafton Hills, the Custodial Department and Maintenance Department respond to service requests and perform routine maintenance and cleaning at the facility. Also, the San Bernardino County Fire Department assists in the upkeep of the facility.
- Criteria: regulatory compliance, safety inspection checklists, general building codes, ADA regulations, best practices; Board Policy and Administrative Procedures

Process: Reporting tools, risk assessments, surveys, safety inspections,

1. Ongoing inspections—both self-inspections and professional consultants
2. Standing meetings: Safety Committee Meetings, During monthly safety committee meeting, a Workman’s Comp Injury Summary Report is distributed and the hazards surrounding the injuries are evaluated (IIIB.1.9). Patterns are identified and suggestions for resolution are discussed with management.
3. The campus community has access to several means of reporting safety issues/concerns. They include the safety hazard report online (IIIB.1.10). Students, faculty, staff, or any campus visitor has access to submit any identified hazard. An email is automatically generated to Administrative Services and Environmental Health and Safety for immediate attention to hazards reported.

**III.B.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.**

**III.B.2.a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.**

**III.B.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 the basis for improvement.**

**Facility Master Plan:** CHC has planned facilities around the goals of the Educational Master Plan. In an effort to increase educational effectiveness, CHC is actively implementing the facilities master plan. This process is ongoing. In 2005, the campus completed a master plan which built upon prior completed master plans. The plan prioritized the projects of the campus based upon educational needs and occupant safety. Immediately thereafter, projects were funded through a combination of state and local bond funding. A list of completed projects is provided below.

In spring 2011, CHC began revisions to the 2005 Facility Master Plan (IIIB.1.a.1). Due to the economic downturn, available funding was reduced; thus, creating an immediate need to adjust the projects either in scope or timing. The Facility Master Planning Committee comprised of the Crafton Council (highest governing body with all campus constituencies represented) and contracted consultants. This committee was charged with updating/revising the Facility Master Plan and priority project list based upon the priorities identified in the Educational Master Plan and available funding; thus, creating alignment between the EMP and the FMP (IIIB.1.a.4). With the funds approved through local bonds, CHC is implementing the highest priority projects that have been identified in the plan. These projects are currently in varying stages of design and construction (IIIB.1.a.3).

In order to reach the full planned build-out of the campus (the 2025 plan of the FMP), additional funding will be required. Currently, property values of the surrounding areas are on the rise, which will likely increase the ability for the District to issue another series of bonds. This would provide much of the additional funding necessary to complete the immediate needs of the campus; thus, reaching a new horizon for the capacity of the facilities to support the technological and space requirements of education.

The following projects included in the 2005 and 2011 master plans have been completed or are in process:

4. 60,000 square foot Learning Resource Center (completed August 2010)
5. Various infrastructure improvement projects (campus-wide utility piping replacement projects and upgrade of the central plant) (completed August 2010)
6. Aquatics Center (completed October 2010)
7. Math and Science Annex Portables (completed October 2011)
8. Old Library Demolition (completed November 2011)
9. Parking Lot ADA Upgrades, Signage, and Lighting Project (completed April 2012)
10. High Voltage Underground Cabling Replacement Circuits A and C (completed June 2013)
11. Kinesiology and Health Education Complex (4,000 SF) – Scheduled completion June 2014
12. New Science Building (40,000 SF) – Scheduled completion July 2015
13. Public Safety and Allied Health Complex (40,000 SF) – Scheduled completion July 2015

14. (One Stop) Student Center Building (40,000 SF) – Scheduled completion September 2015
15. Maintenance and Operations Renovation – Scheduled completion April 2015
16. Laboratory/Administration Building Renovation – Scheduled completion December 2016
17. Student Services Building Renovation – Scheduled completion December 2016
18. Student Center/Cafeteria Renovation (partial) – Scheduled completion December 2016
19. Temporary Parking Lot N – Scheduled completion April 2014
20. 1.29MW Solar Farm (completed June 2012)
21. Performing Arts Center Renovation (scheduled completion TBD)

Maintenance and Operations has developed campus standards which are being integrated into renovations, remodels, and new construction (IIIB.1.a.2). Having a campus standard for maintenance laden building components, such as HVAC control systems, fire alarm, elevators, lighting controls, etc., will standardize materials and contracts needed for future maintenance. This will further enhance the best methods and materials for the campus. This plan will be modified as needed to incorporate changing requirements and budgets.

CHC is working with District facilities personnel and Cenergistic to reduce energy consumption through the performance of energy audits and performing adjustments to control systems to improve energy efficiency. This has and will continue to reduce energy consumption.

**Scheduled Maintenance:** The College uses the state's Scheduled Maintenance Program to protect the state's investment in CHC through timely nonrecurring repair and maintenance of the facilities to correct and avoid health and safety hazards, to maintain an environment conducive to learning, and to improve long-term cost effectiveness of facility operations (IIIB.1.a.5). Although the District has not received scheduled maintenance funding over the last several years, we anticipate a level of authorized funding this year. However, the campus has identified the highest priority projects and obtained some limited funds from available District funds to move forward with a few critical maintenance projects.

**Annual Planning and Program Review:** Over the last several years, CHC's program review process has been on a continual path of improvement from an institutional perspective. The improvements dramatically improved the integration of the annual planning and program review process with resource identification and prioritization as well as increasing accountability to show continuing improvement. Each department must perform a full program review every four years, with an annual plan every year in between. As part of this process, each department prioritizes their goals and objectives. Once all the annual plans are submitted, the Planning and Program Review Committee "rolls up" all of the departmental prioritized objectives into a campus-wide, prioritized list. Each objective requiring additional funding is considered in order of institutional priority and funded accordingly as funds come available. Priorities for physical resources are institutionally considered and prioritized as part of the campus-wide process (IIIB.1.a.6)

**Removal of Hazardous Materials:** Hazardous materials are removed from the campus in accordance with applicable laws, regulations, and in accordance with our safety plans. The campus uses outside vendors to remove ongoing, program/departmental generated waste from the campus a quarterly basis. This is managed by the Custodial Department. When required, hazardous materials contained within buildings (such as asbestos, lead, and PCB's) are removed by certified and licensed abatement contractors in accordance with applicable laws and regulations.

**Safety and Compliance Improvements:** In 2012, the campus completed the long awaited Parking Lot ADA Upgrades and Lighting Project. This project replaced all the parking lot lighting, pathway lighting, installed new wayfinding signage, and brought the ADA parking and pathways up to current ADA standards.

To secure a healthful learning and working environment, the Campus has developed and continues to update Campus and District safety plans (IIIB.1.6), including:

- Chemical Hygiene Program
- Driving/Transportation Safety
- Emergency Operations Plan
- Exposure Control Program for Blood borne Pathogens
- Hazard Communication Program
- Heat Illness Prevention Program
- Illness and Injury Prevention Program
- Lockout/Tagout Program
- Regulated Chemicals Program
- Respiratory Protection Program

The campus completed a comprehensive Facilities Master Plan (FMP) in 2005 followed by an update to the FMP in 2011. This plan serves as a foundation for the implementation plan of bond and state funded projects. The 2005 FMP also supplied justification for Measure M, a local bond request that funded the current phase of projects which successfully passed in February 2008.

As a result of reduced state funding for capital projects and the adoption of the CHC Educational Master Plan to provide an integrated framework for planning, the 2005 Facilities Master Plan was revised in 2011. This was completed through an ad hoc Facilities Master Planning Committee with shared-governance representation to prioritize, define, and schedule the next horizon of Measure M projects.

Long range capital plans are fully integrated and aligned with the priorities and strategic directions contained in the EMP as detailed in the response to Standard IIIB.1.a above.

**Total Cost of Ownership:** CHC has developed a financial planning tool that fully integrates projections for future known expenses for facility and/or equipment replacement—see Standard IIID. In addition, Administrative Services has collaboratively worked with ARUP Engineers to

develop a total cost of ownership tool to financially plan for future equipment replacements, building repairs/replacements and the impacts of each (IIB.2.a.1). Currently, this tool has been populated for the new science building and will be utilized to create models for all buildings on campus.

Originating at the department level, units incorporate consideration of all aspects of their program, including the need for facilities utilization and modifications, into their goals and objectives. From a strategic level, integration of the Facilities Master Plan, District Strategic Plan, and Educational Master Plan with the resource allocation prioritization will ensure continued improvement of physical resource planning, assessment, and evaluation.

**Facilities Use:** In collaboration with District Technology Support Services, the College identified the need to develop and implement tools and processes for the optimal utilization of existing facilities. To achieve this objective, Crafton is in the process of implementing a campus-wide, multi-user system to more effectively schedule and maintain facility synchronization. The software tool, Colleague (otherwise known as “Resource 25”), includes reporting capabilities and user web access to precisely manage space to meet scheduling needs and goals. At this time, faculty work independently and then collectively to plan the utilization of classrooms on the CHC campus.

A “Sticky Friday” continues to be the preferred method to schedule room utilization. At “Sticky Friday,” all available classrooms are indicated on large flip chart paper with time indicators on the left side of the sheet. Faculty use post-it notes to secure blocks of time throughout the day in any given room. At a glance, an observer can see the available time slots and locations throughout the campus.

Finally, the results from the Fall 2012 Campus Climate survey (IIB.2.b.1) (as described in Recommendation 4), the Spring 2013 Facilities Satisfaction Survey (IIB.2.b.1), and the Fall 2012 Facilities Evaluation Survey (IIB.2.b.2) capture employee perceptions of the College’s utilization of physical resources. These results are being evaluated and plans for improvement are incorporated into the facilities department’s annual plans (IIB.1.a.6)

### **Self Evaluation**

The college meets this standard.

### **Actionable Improvement Plan**

None.

**Evidence, III.B**

IIIB.1.1	CHC Safety Committee Meeting Minutes & Agendas, <a href="http://www.sbccd.org/District_Faculty_-a-,_Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Committees/Crafton_Hills_College_Safety_Committee;">http://www.sbccd.org/District_Faculty_-a-,_Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Committees/Crafton_Hills_College_Safety_Committee;</a>
IIIB.1.2	CHC Safety Issue Tracking Log (electronic copy in evidence file)
IIIB.1.3	Sample M&O Work Order Report (electronic copy in evidence file)
IIIB.1.4	CHC Safety Training Report
IIIB.1.5	Sample Safety Self Inspection Report
IIIB.1.6	CHC Safety Plans <a href="http://www.sbccd.org/District_Faculty_-a-,_Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Programs">http://www.sbccd.org/District_Faculty_-a-,_Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Programs</a>
IIIB.1.7	CHC SWACC Safety Inspection 012414 (electronic copy in evidence file)
IIIB.1.8	CHC Property and Liability Inspection (electronic copy in evidence file)
IIIB.1.9	Workman's Compensation Injury Summary March 2014 (electronic copy in evidence file)
IIIB.1.10	SBCCD Safety Hazard Reporting Form <a href="http://www.sbccd.org/District_Faculty_-a-,_Staff_Information-Forms/Environmental_Health_and_Safety/Forms/Hazard_Reporting">http://www.sbccd.org/District_Faculty_-a-,_Staff_Information-Forms/Environmental_Health_and_Safety/Forms/Hazard_Reporting</a>
IIIB.1.a.1	CHC Facilities Master Plan Update (electronic copy in evidence file)
IIIB.1.a.2	SBCCD Construction Standards (electronic copy in evidence file)
IIIB.1.a.3	Master Construction Schedule (electronic copy in evidence file)
IIIB.1.a.4	Construction Priorities-Approved Measure M Project List (electronic copy in evidence file)
IIIB.1.a.5	Scheduled Maintenance Plan (electronic copy in evidence file)
IIIB.1.a.6	Planning and Program Review Documents, <a href="https://www.craftonhills.edu/ProgramReview/Home.aspx/Listing">https://www.craftonhills.edu/ProgramReview/Home.aspx/Listing</a>
IIIB.1.b.1	Campus Climate Survey, Fall 2012; Campus Climate Survey Fall 2012, Ref. pp 20-21
IIIB.2.a.1	Total Cost of Ownership--Life Cycle Cost Sci Building (electronic copy in evidence file)
IIIB.2.b.1	Facilities Satisfaction Survey Spring 2013, <a href="http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Satisfaction%20Survey/2013SP_Facilities.pdf">http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Satisfaction%20Survey/2013SP_Facilities.pdf</a>
IIIB.2.b.2	Facilities Evaluation Survey, Fall 2012, <a href="http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Research%20Briefs/Facilities20120911.pdf">http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Research%20Briefs/Facilities20120911.pdf</a>

