

STANDARD EIGHT:

PHYSICAL RESOURCES



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STANDARD EIGHT: PHYSICAL RESOURCES

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

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

Descriptive Summary

Cañada College operates from three sites: the main campus with 185,000 ASF, the Education & Technology Downtown Center in Redwood City with 6,000 ASF, and the Menlo Park Center in Menlo Park with 3,000 ASF. The main campus houses classrooms, science labs, computer labs, art studios, gymnasium, library, cafeteria, office space, Learning Center, Child Development Center, and maintenance facilities—the physical resources necessary for a comprehensive educational program. The Menlo Park Center consists of a learning center, lecture room, and computer lab. The Education & Technology Downtown Center consists of a lecture room and two computer labs.

The main campus is located in one of the most beautiful spots on the peninsula, and the sheer beauty of the area makes Cañada a desirable place to work and study.

Self Evaluation

While physical resources are generally adequate to support the college's educational programs, it is clear that the campus is feeling the results of its facilities being designed in 1968 for functions and programs that were different than those in 2000. Physical resources for student services programs, while adequate, are not optimum. During certain parts of the year, the Counseling Center and parts of building 8 become uncomfortably warm for staff and students. Housing for staff offices is barely adequate. As the college moves forward with its partnership with San Francisco State University, close attention will have to be paid to ensuring that the college will have adequate physical resources to support this joint venture.

Since the college's last accreditation, the following projects have been completed:

State Scheduled Maintenance

1. Replaced roof on buildings 1,2,and 3.	\$566,432.00
2. Replaced emergency lighting systems.	\$66,300.00
3. Replaced gym lighting systems.	\$34,400.00
4. Replaced 12Kva-power line.	\$20,000.00
5. Repaired Hot Water Heating Values.	\$45,800.00
6. Repaired Storm Drain System.	\$30,200.00
7. Hydro Flushed Sewer System.	\$19,200.00

8. Exterior refinishing of buildings 1,2,13,16,17 and 18.	\$232,000.00
9. Replaced ADA Door operators Buildings 3, and 5.	\$7000.00
Scheduled for completion 2000/2001	
1. Upgrade campus exterior lighting.	\$44,500.00
2. Replace Chiller building 3.	\$83,319.00

Hazardous Substance Removal

Removed Asbestos from building 3.	\$338,196.95
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Capital Construction

1. Canada College Child Care Center Portable.	\$134,500.00
2. Redwood City Center Computer labs, office, and Classroom.	\$75,000.00

Facilities Capital Improvements

1. Remodeled computer labs building 13.	\$80,000.00
2. Painted Hallways buildings 13 and 18.	\$13,500.00
3. Recarpeted LRC.	\$40,000.00
Installed data and electrical Service for LRC And Writing Lab.	\$20,000.00
4. Wired 16-110 for data and Power.	\$15,000.00
5. Rewired Piano Lab Building 3.	\$4,800.00
6. Remodeled Fitness Center.	\$7,000.00
7. Installed power and data for ESL Lab	\$16,500.00

The college has presented to the state a plan for a new Learning Resource Center. At this time it is at the state level seeking the estimated \$120,000.00 needed for capital construction. Three new portable buildings, built to DSA standards, are scheduled to be installed with utilities in spring 2001 for use by an outside group, WestEd.

Planning Agenda

None

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

Descriptive Summary

The overall management, maintenance, and operation of physical facilities falls under the College Facilities Department, with management support from the District Facilities Director. The College Facilities Supervisor works with college administration to develop a list of projects for State Scheduled Maintenance. This project list identifies needs that must be corrected to maintain a quality educational facility. Effective utilization is the responsibility of the college administration, which continually reviews space allocation and utilization of all departments and services.

Self Evaluation

The College Facilities Department, with management support from the District Facilities Director, continues to supply a quality environment that serves student, faculty, and classified staff. Utilization of the small facilities staff is at times stretched, and the College Facilities Department has no clerical support. In 2000, the district was able to replace out-dated equipment, which has improved the ability of campus facilities staff to deliver quality services to the college. However, there has been no formal review of facilities.

Currently, rental income from outside use of college facilities does not support building and facilities maintenance.

Major changes in facilities, such as moving the Library to a central location on campus, are dependent upon the district's decision to pursue a second time a major bond election.

Planning Agenda

1. The college should use facilities income to support facilities maintenance.
2. The college and district need to complete a formal review of facilities.
3. The college will develop list of projects that would be funded by a facilities bond.

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.*

Descriptive Summary

Both the Redwood City and Menlo Park sites meet requirements to ensure access, safety, security, and a healthful environment. The main campus, however, is thirty-two years old, having been constructed prior to the enactment of many of today's regulations governing access. As new computer labs are put in place and classrooms are renovated, access is made a primary concern. The college Safety Committee reviews all accident reports and makes recommendations to the college facilities supervisor for any needed corrective action.

Self Evaluation

On the main campus, many issues need to be addressed. The level of lighting in the evening has been an issue since the college opened, but the college's ability to remedy the situation is hampered by an agreement made with the city of Woodside when permits were issued for the college's construction. Over the years, different types of lights have been installed, each time providing some improvement over the previous type. Many of the paths and ramps are in need of repair. Doors to most restrooms do not meet current standards for access. Carpets in some classrooms, the Library, and in the Main Theater have threadbare or loose sections and pose a safety hazard. The ventilation systems throughout campus are inadequate, for the new computer age, with many offices being oppressively hot in summer due to no air conditioning and many offices and classrooms being unbearably cold in winter due to out dated control systems.

Planning Agenda

1. The college will continue to apply for state funding for removal of architectural barriers.
2. New, and more effective, type of outside lighting will be installed.
4. Selection, maintenance, inventory and replacement of equipment are conducted systematically to support the educational programs and services of the institution.

Descriptive Summary

The college and district update annually a five-year plan for scheduled maintenance, including replacement of equipment as necessary. In addition, through State Instructional Equipment funds the college systematically replaces classroom equipment, such as computers, microscopes, etc. The planning process for use of Instructional Equipment funds begins at the department level and is based on program evaluation. The department requests move then to the division level, where the division council prioritizes the various requests. The division lists then go to the Vice President of Instruction or Student Services for further prioritization and then to the college Budget and Planning committee.

Self Evaluation

While the college does have a system in place for the selection, maintenance, inventory, and replacement of equipment, its implementation is often inconsistent and slow. Part of the problem lies in insufficient funds to accomplish all that is needed. Part of the problem, however, also lies in that part of the system responsible of tracking the progress of projects from initial request to prioritization to funding to start and finish of any given project. Recent reorganization of the Facilities Section at district may address this problem.

Although the college uses Instructional Equipment money to replace aging classroom equipment, the funds are inadequate to keep abreast of the need. Each division competes for a share of the approximately \$140,000—\$160,000 received each year; in fact, each division could easily use the entire allocation and still not meet all of its needs.

Planning Agenda

The college will carefully monitor the effect of district reorganization on the progress of maintenance and replacement of equipment.

5. Physical resource planning and evaluation support institutional goals and are linked to other institutional planning and evaluation efforts, including district or system planning and utilization where appropriate.

Descriptive Summary

In conjunction with applying for state funds for a new library/learning resource center, the college and district completed a space inventory in 1996. This space inventory was then linked to the college's future educational plans to produce projects that could be funded by a potential bond measure. Annual departmental planning efforts include a review of maintenance and facilities needs for particular disciplines. Out of these efforts and others come the college maintenance and facilities requests, which are reviewed by the administration and by the College Council before going forward to the district.

Self Evaluation

Physical resource planning and evaluation support institutional goals and are adequately linked to overall institutional planning and evaluation efforts. As the college moves forward with its partnership with San Francisco State University, there will be additional demands on physical resources.

Planning Agenda

The college will include the potential impact on physical resources in planning process with San Francisco State University.