

## **Standard IIIB: Physical Resources**

**IIIB1. 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**

Cypress College works to ensure that all physical resources are accessible, safe and secure, and provide a healthful learning and working environment. The College assures the safety and sufficiency of physical resources through on-going assessment and planning. The *Educational Master Plan* (EMP) (IIIB1.1 - EMP) in conjunction with the Five-year Construction Plan (IIIB1.2 - Five-year Plan) and Facilities Master Plan (IIIB1.3 – FMP) is the guiding force behind on-going and long-term planning for the College and its physical resources. As the EMP changes, the physical needs of the programs change, and the College works to meet those needs. For example, when various programs in the Science, Engineering and Math (SEM) Division identified the need for growth and update of their facilities, the College determined that the current building was no longer sufficient to meet programmatic needs (IIIB1.1 – EMP p. 99). In response, the College and District put forth Measure J, the \$574 million bond to improve school facilities, which was approved by voters in 2014. The plans for the new SEM building are currently underway (IIIB1.4 - NOCCCD BOT minutes). Also, as part of the ongoing assessment of the sufficiency of building facilities, the Campus Building Utilization Report is updated annually. The Utilization Report is housed online with copies certified on site in the office of the VP of Administrative Services and the Physical Plant (IIIB1.5 – Building Utilization Report).

While the vast majority of services are provided on the Cypress campus, the College also utilizes some off-site facilities as well. For example, the Cypress College Culinary Arts Program is housed in the NOCCCD's Anaheim Campus where the District Facilities Planning and Construction (FP&C) Department oversees the maintenance and operations (IIIB1.6 – NOCCCD Facilities webpage). The Health Science Division has programs that also utilize off-site facilities. The Health Science Division has an Agreement for Clinical Programs in Health Science (drawn up by legal counsel and the NOCCCD Vice Chancellor, Finance and Facilities) as well as Agreements between NOCCCD/Cypress College and specified health care facilities for a variety of purposes, including that of ensuring students' quality and educational experience at offsite facilities (IIIB1.7 - The Agreement for Clinical Programs in Health Science).

Cypress College continuously works to maintain safe and sufficient physical resources. The College regularly evaluates the condition of all equipment as well as the facility needs of programs and services through the Master Equipment Replacement Plan (IIIB1.8 – Master Equipment Replacement Plan). Further, the College ensures the fire safety of all facilities. The Orange County Fire Authority completes an annual Fire and Life Safety Inspection, and the Maintenance and Operations Department makes corrections as required (IIIB1.9 - OC Fire Authority Inspection 2016). The College has started phasing in a fire alarm upgrade including mass communications for all the buildings on campus. Currently the Humanities Building has an upgraded fire alarm/mass communications system, and a new master control fire alarm/mass communications panel is in the Campus Safety Office (IIIB1.10 – PIER, p. 6). Finally, over the

course of the next few years all the locks on in the College will be changed out to provide extra security in case of the need for an emergency lock down (IIIB1.10 – PIER, pg. 2).

Custodial, maintenance, and campus safety personnel regularly survey the buildings and grounds for unsafe conditions or potential hazards. In addition, faculty and division office employees also monitor and inspect their areas and report any unsafe or access-related issues to the Physical Plant Office. Any physical hazards encountered during the daily activities are addressed immediately by either radioing staff to expedite repairs or by placing a work order in the online system, which is then assigned to the appropriate personnel for correction (IIIB1.11 – Work Order Report).

The Campus Safety Committee meets monthly to discuss any hazards that have been reported either informally or formally. The Committee makes recommendations regarding severity of hazards and recommends a course of action (IIIB1.12 - Safety Committee Meeting minutes). The Committee also evaluates the One-Time Funding requests from the campus that have been identified as a safety issue by divisions. A sub-committee of the Safety Committee meets and reviews the safety identified One-Time Funding requests and reports their findings and recommendations (IIIB1.13 - One-Time Funding Request Safety).

The College ensures access to its facilities by making information regarding hours of operation available to students and staff both in print and electronically. Students and staff can access information about hours of operations through the campus website (IIIB1.14 – Cypress College website), as well as the Cypress College Class Schedule print edition (IIIB1.15 – Cypress College Schedule of Classes p. 5, 8, 124-126). Furthermore, the District and College have an ongoing commitment to making all areas accessible by following and implementing the Americans with Disabilities Act (ADA) guidelines. The District utilizes an ADA consultant to survey the entire campus and provide an extensive report on areas that need to be upgraded. This process is ongoing, as the firm assists with prioritization of issues for correction and implementation of the ADA Transition Plan (IIIB1.16 - CC ADA Transition Plan August).

The NOCCCD ensures the safety of employees and students through compliance with the mandated Injury and Illness Prevention Program (IIPP):

The District Manager of Environmental Health and Safety is responsible for implementing the District-wide safety program. Responsibilities include coordinating safety trainings for employees, participating in campus safety meetings, conducting site inspections, developing procedures to minimize toxic chemical exposure, and working with government agencies such as the Occupational Safety and Health Authority (OSHA). Information on trainings, programs and services are available via MyGateway, under the Employee tab, Risk Management folder, and the Environmental Health and Safety folder (IIIB1.17 - NOCCCD Environmental Health and Safety Website).

Loss prevention and safety audits are driven by the insurance carrier, Alliance of Schools for Cooperative Insurance Programs (ASCIP). Participants in this review are the Physical Plant Director or Manager of Maintenance and Operations, the District Environmental Health and Safety Specialist, and a representative from ASCIP (IIIB1.18 - ASCIP Audit).

The College conducts bi-annual safety drills, once during the fall semester occurring on the same date and time as the Great California Shakeout drill and once during the spring semester with a

date and time decided by administration. Drills are mandatory for all, and numerous informational emails are sent to all users explaining the drill format and directions (IIB1.19 - Cant emails; IIB1.20 – Shake out Drill). Drills are held as shelter in place, a duck and cover, or as a fire/evacuation drill (IIB1.21 - Emergency Preparation webpage).

The Cypress College Campus Safety Department staffs the campus with Safety personnel 24 hours a day, 365 days a year. Campus safety officers patrol the College and parking lots at all times, and the Campus Safety Office monitors all cameras on-site. Currently the College has over 135 cameras throughout campus that monitor various bike racks, parking lots, open areas, and entrances/exits for buildings. The Campus Safety Department conducts an Annual Safety and Security report in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act, which is made available to students and employees on the College and District websites (IIB1.22 - CC Security and Safety Report). Additional safety information can be found on the Cypress College Safety Department webpage (IIB1.23 – Campus Safety Webpage).

### **Analysis and Evaluation**

**The College meets the Standard.** Cypress College and NOCCCD assure safe and sufficient physical resources on the Cypress campus, Anaheim campus, and at other Health Science off-site clinical locations. Through planning documents such as the EMP, Five Year Construction Plan, Facilities Master Plan, and Campus Building Utilization Report, the College works to ensure the sufficiency of all facilities. Additionally, ongoing inspection of buildings, grounds and equipment through the Maintenance and Operations Department and other campus staff as well as emergency preparedness drills and a proactive Campus Safety Department ensure a safe, accessible, and healthful working environment for both students and staff.

### Evidence Sources

- IIB1.1 – Cypress College Educational Master Plan 2006-2016
- IIB1.2 – Five Year Construction Plan 2017 – 2021
- IIB1.3 – Cypress College Facilities Master Plan Initial Study 2016
- IIB1.4 – NOCCCD Board of Trustees Minutes, November 8, 2016
- IIB1.5 – Building Utilization Report 17 (2016-2017) Cypress College
- IIB1.6 – IIB1.6 – NOCCCD Facilities webpage
- IIB1.7 – Agreement for Clinical Programs in Health Science
- IIB1.8 – Equipment Replacement Plan
- IIB1.9 – Orange County Fire Authority Inspection 2016
- IIB1.10 – PIER
- IIB1.11 – Safety Completed Work Order Report
- IIB1.12 – Safety Committee Minutes September 14, 2016
- IIB1.13 – One Time Funding Safety Item Request and Outcome
- IIB1.14 – Cypress College website
- IIB1.15 – Cypress College Schedule of Classes Spring 2017
- IIB1.16 – CC ADA Transition Plan August 2014

IIIB1.17 – NOCCCD Environmental Health and Safety Website  
IIIB1.18 – ASCIP CC Loss Control & Safety Audit – April 25, 2014  
IIIB1.19 – Karen Cant, Vice President of Administrative Services - Shakeout email  
IIIB1.20 – ShakeOut Drill – 2016  
IIIB1.21 – Cypress College Emergency Preparation webpage  
IIIB1.22 – Cypress College -2016-Annual Safety and Security Report  
IIIB1.23 – Cypress College Campus Safety Webpage

**IIIB2. The institution 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**

Following a recommendation from ACCJC, in 2006 Cypress College created the 2006-2016 *Educational Master Plan* (EMP). This document serves as the foundation for all long-range planning at the College (IIIB2.1 - 2006-16 EMP). The 2016-2026 EMP is currently being completed and should be approved by the Board of Trustees in Spring 2017 (IIIB2.2 – 2016-26 EMP). The EMP is the guiding document that departments utilize to assess the needs of their programs and services (IIIB2.1 p. 100). The facilities component serves as the primary means by which the College determines how best to maintain, upgrade, and replace its buildings and physical infrastructure. Using the EMP as a foundation, the College also uses the Five Year Construction plan (IIIB2.3 – 5-year construction plan), Equipment Replacement Plan (IIIB 2.4 – equipment replacement plan), and the Scheduled Maintenance Priorities List (IIIB2.5 –scheduled maintenance priorities list) to further determine equipment needs and necessary maintenance/upgrades. Finally, the Distance Education Plan examines facilities, technology and digital infrastructure to make sure offerings in the DE format are also meeting the needs of the students (IIIB2.6 – DE Plan p. 33, 38). Each of these plans is updated regularly to assess and prioritize funding to meet the needs of the College’s programs and services in order to achieve the College’s Mission.

The EMP provides the opportunity for each department to assess the needs of its programs and services in the areas of faculty/staff, technology, curriculum, tutoring, methods of instruction, and facilities (IIIB2.1 - 2006-16 EMP p. 100). The facilities component serves as a primary means by which the College determines how best to maintain, upgrade, and replace its buildings and physical infrastructure. For example, in the 2006-2016 EMP for the Science, Engineering and Math Division, the Division identified limited laboratory spaces, securing more classrooms and laboratories along, with a renovation of the SEM building as needs to be fulfilled (IIIB2.1 - 2006-16 EMP p. 99). These findings persuaded *NOCCCD* to put forth Measure J, a \$574 million bond in November 2014. The bond, which was approved by the voters, will allow the College to meet the needs of its students with new construction and renovations over the next 20 years (IIIB2.7 – NOCCCD Measure J webpage). New construction plans include a new SEM building, Veterans Center, additions to the Library/Learning Resource Center, additional

parking, a baseball clubhouse, and a cremation enclosure for the new baccalaureate degree program in Mortuary Science. In addition to Measure J projects, ongoing renovations are also expected for the Fine Arts Building, Humanities Lecture Halls, Gymnasium 1 and 2, Technical Education 1, 2, and 3, Business Education Building, the Aquatics Center, as well as mass communication/security upgrades (IIIB2.8 – FMP, p. 7 - 8).

## **Analysis and Evaluation**

**The College meets the Standard.** Cypress College uses the established planning processes and documentation to determine the facilities, equipment, and/or land needs of the College. Through the *Educational Master Plan*, Five-Year Construction Plan, Equipment Replacement Plan, Scheduled Maintenance Priorities List, and Distance Education Plan, the College builds, maintains, upgrades, or replaces its physical resources. The planning processes assure effective utilization and the continuing quality necessary to support the College’s programs and services and achieve the Cypress College Mission.

### Evidence Sources

IIIB2.1 – Cypress College Educational Master Plan 2006-2016

IIIB2.2 – Cypress College Educational Master Plan 2016-2026

IIIB2.3 – Cypress College Five Year Construction Plan 2017 – 2021

IIIB2.4 – Cypress College Equipment Replacement Plan 2014-2018

IIIB2.5 – Cypress College Scheduled Maintenance Priorities List 2015 -2016

IIIB2.6 – Cypress College Distance Education Plan 2011-2014

IIIB2.7 – NOCCCD Measure J Webpage

IIIB2.8 – Cypress College Facilities Master Plan Initial Study 2016

**IIIB3. 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**

NOCCCD and Cypress College engage in long term planning to ensure that the facilities and equipment continue to support the College’s programs and services. The District Comprehensive Master Plan (CMP) is NOCCCD’s long-term planning document that outlines overall future plans through 2020 (IIIB3.1 – NOCCCD CMP).

The CMP delineates the “big picture guidelines for planning and decision-making throughout the District for a ten-year period.” The CMP includes

- An overall growth projection for the coming decade;

- Growth projections for instruction, student services, and support of learning areas;
- Identification of challenges;
- A plan for the addition or remodeling of facilities to support the District's programs and services;
- District Strategic Directions that serve as the basis for both the District-wide and campus Strategic Plans (IIIB3.2 – NOCCCD Master Plan Webpage).

Guided by the *Cypress College Strategic Plan* (IIIB3.3) and Educational Master Plan (EMP), the College also ensures the feasibility and effectiveness of its physical resources to meet the needs of the programs and services provided (IIIB3.4a- EMP 2006-16; IIIB3.4b – EMP 2016-26).

Cypress College has developed a well-defined and aggressive internal program of facilities maintenance that takes into account its planning documents, program needs, maintenance cycles, and unexpected emergency requests. The Maintenance and Operations Department engages in ongoing and regular evaluation of current facilities and equipment to inform the short and long range planning. Through the Five Year Construction Plan (IIIB3.5), Technology Plan (IIIB3.6), Equipment Replacement Plan (IIIB3.7), Scheduled Maintenance Priorities List (IIIB3.8), DE Plan (IIIB3.9), as well as department Program Reviews (IIIB3.10 – Accounting PR), the College utilizes relevant data and space utilization analysis to make informed decisions regarding campus facilities (IIIB3.11- Building Utilization Report). In addition, the draft Environmental Impact Report (EIR) shows the planning and estimated time lines for future Cypress College projects and the impact that all these projects will or may have on the surrounding environment. The EIR also mitigates any possible environmental issues, allowing the projects to move forward as planned without impact to the local environment (IIIB3.12 - PEIR)

**DE** – To ensure the effectiveness of the resources utilized by DE programs and services, the DE Plan and Technology Plan work in conjunction.

Underpinning the Technology Plan is a campus-wide vision that information technology exists to facilitate our educational mission and nurture the success of our students. And, while student learning is the highest priority, a practical approach is taken in the plan to balance the development of information technology with the need for flexible anywhere, anytime technology access by students, staff, and faculty (IIIB3.6 p. 4).



**Baccalaureate Degree** The facilities needed for the baccalaureate completion program are those also utilized in the associate degree program and include the construction of a new incineration facility under the Measure J capital bond measure projects (IIIB3.13-evidence). The design of the new Science Engineering and Math building includes facilities for training students in crematory operations and management specifically in support of the baccalaureate completion program (IIIB3.14– evidence). The Mortuary Science Department includes assessment and evaluation of their facilities and equipment as part of their regular Program Review. Plans for anticipated growth and/or need, including resource allocation, are included in the review (IIIB3.15- Mort Sci PR). In order to account for potential unique needs related to the bachelor degree, the Department plans to conduct a separate Program Review for the baccalaureate program.

## Analysis and Evaluation

**The College meets the Standard.** In order to assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, Cypress College and NOCCCD engage in ongoing planning and evaluation of facilities and equipment on a regular basis. At the District level, the Comprehensive Master Plan (CMP) is the guiding document that facilitates long-term planning across the District. At the local level, Cypress College employs various planning documents such as the *Educational Master Plan*, Five Year Construction Plan, Technology Plan, Equipment Replacement Plan, Scheduled Maintenance Priorities List, DE Plan, as well as department Program Reviews. The College also uses the Space Inventory as well as the Environmental Impact Report to take utilization and other relevant data into account when determining both short and long range plans.

### Evidence Sources

IIIB3.1 – NOCCCD Comprehensive Master Plan <https://www.nocccd.edu/master-plan>

IIIB3.2 – NOCCCD Master Plan Webpage <https://www.nocccd.edu/master-plan>

IIIB3.3 – Cypress College Strategic Plan

IIIB3.4a – Cypress College Educational Master Plan 2006 - 2016

IIIB3.4b – Cypress College Educational Master Plan 2016 - 2026

IIIB3.5 – Cypress College Five Year Construction Plan 2017 – 2021

IIIB3.6 – Campus Technology Committee, Technology Plan 2013 – 2015

IIIB3.7 – Cypress College Equipment Replacement Plan 2014 - 2018

IIIB3.8 – Cypress College Scheduled Maintenance Priorities List 2015 - 2016

IIIB3.9 – Cypress College Distance Education Plan 2011 - 2014

IIIB3.10 – Accounting Program Review

IIIB3.11 – Cypress College Building Utilization Report 17 (2016-2017)

IIIB3.12 – Program Environmental Impact Report

IIIB3.13 – awaiting Measure J evidence

IIIB3.14 – awaiting more Measure J evidence

IIIB3.15 – Mortuary Science Department Program Review 2014

**IIIB4. Long-range capital plans support institutional goals and reflect projections of the total cost of ownership of new facilities and equipment.**

### Evidence of Meeting the Standard

After a two-year period of dialogue, a constituency based group of Cypress College representatives concluded their development of the Cypress College portion of the ten-year *NOCCCD Comprehensive Master Plan* (CMP), covering both educational and facility plans for the period 2011 – 2021. The *CMP* recorded the agreed on direction for the College in meeting institutional goals and was widely distributed. The focus of the document was the goal of educational and support service needs of students, but this portion of the Master Plan also became the framework for the development of a Facilities Plan, which is included within the

*CMP* document. The principles applied in the development of the *Facility Master Plan* (FMP) include the following: maximize functional space, eliminate non-functional space, improve efficiency/utilization of site and facilities, right-size the campus to address program needs, improve circulation and establish connections, enhance the campus environment, and simplify implementation (IIIB4.1 – CMP, p.4-119). While originally the document was intended to be updated in 2021, with the passage of a local bond in November 2014, the educational program data and enrollment projections were updated, which resulted in some revisions to the 2011-2021 *FMP* (IIIB4.2 – FMP Update, August 2015).

The *FMP* framework served as a guide for the College in prioritizing facility renovation and construction projects for the Bond Program, with the initial construction projects identified as a new Science, Engineering, & Math (SEM) Building and a Veteran’s Resource Center (VRC). The *FMP* also identified a need for expansion of our energy infrastructure to support current and future buildings. Funds were identified through State Scheduled Maintenance funding, Energy Grant funds, and energy incentives, allowing for the construction of a Thermal Energy Plant (aka Chiller Plant) which is currently underway and scheduled for completion in Summer 2017 (IIIB4.1 – CMP, p. 4-143).

The decision to build a new SEM Building versus renovating the existing building was a significant decision made by the campus and recommended to the Board of Trustees in Fall 2015. Extensive analysis was done comparing the costs and the benefits to inform decision-makers. An outside firm was retained to assist with the financial analysis, which confirmed that renovation of the existing building would be a significant expense that would never result in a facility which met the instructional needs of the programs housed there. A renovation would neither meet the current burgeoning demand for lab classes nor future needs based on enrollment growth projections (IIIB4.3- SEM Feasibility Study). The result of the analysis led to the Board of Trustees supporting withdrawal of the existing building’s renovation from the State Capital Outlay program. Instead, the Board approved the use of local bond funds to build a new building in order to meet program needs (IIIB4.4 – BOT Minutes December 8, 2015, Item 4.i.1). The new SEM Building will provide 13 additional labs/classrooms, which will generate FTES to make up for the increased investment (IIIB4.5- SEM FTES spreadsheet).

Capital projects are prioritized based on the planning that has occurred and identified by the College in the CMP as well as additional data proved from Student Enrollment Capacity Load Ratios (IIIB4.6- Five-year Construction Plan, p. 21-26), building conditions, and available funding. The CMP also informs the District Five-Year Construction Plan (IIIB4.6). This plan allowed the College’s Fine Arts Building to be included in the November 2016 State Bond, with funding for renovations anticipated in 2018-19 (IIIB4.7 – Capital outlay worksheet). Smaller projects are funded by the College through the campus Planning and Budget Committee’s (PBC) One-Time Funding process. Examples of two current facilities projects funded in this manner are 1) the laser leveling of the competition soccer field, and 2) replacement of the orchestra pit cover in the campus theater (IIIB4.8a - PBC Minutes, February 5, 2015; IIIB4.8a - PBC Minutes, May 19, 2016).

When making long range capital plans, the College includes projections of the total cost of ownership of new facilities and equipment. To address the total cost of ownership, construction standards have been developed which identify materials and products which will provide the quality and maximum life expectancy for proposed facilities. This comprehensive list of standards was developed to also prevent any inferior substitutions being made. In addition, there are several agencies that establish standards, guidelines, and codes which must also be complied with: including the Environmental Protection Agency (EPA), the Air Quality Management District (AQMD), and the California Building Standards Commission which developed the California Green Building Standards Code, Title 24, part 11 (IIIB4.9 – Karen email Evidence). These standards also contribute to the total cost of ownership. Also, with each major equipment purchase an analysis is done to assess the ability of College staff to maintain facilities, versus the cost of a maintenance contract, to determine the best solution (IIIB4.10 – Albert email Evidence).

### **Analysis and Evaluation**

**The College meets the Standard.** Cypress College engages in long-range capital planning in the form of planning documents including the College Comprehensive Master Plan (CMP), Facilities Master Plan (FMP), and Five Year Construction Plan that support institutional goals of providing educational support needs to facilitate student achievement. Facilities planning reflect projections of the total cost of ownership of new facilities and equipment by establishing appropriate standards for purchase of materials as well as utilizing campus staff when possible to manage maintenance costs.

Cypress College's long term facility plans have allowed the College to be prepared to immediately mobilize when funding becomes available, resulting in the College often being ahead of anticipated scheduling for facility construction, modernization, and maintenance.

#### Evidence Sources

- IIIB4.1 – NOCCCD 2011-2021 Comprehensive Master Plan
- IIIB4.2 – Facilities Master Plan Update 2015
- IIIB4.3 – SEM Feasibility Study, September 2015
- IIIB4.4 – NOCCCD Board of Trustees Agenda, December 8, 2015
- IIIB4.5 – SEM- FTES spreadsheet
- IIIB4.6 – Five Year Construction Plan 2017-21
- IIIB4.7 – Capital outlay worksheet
- IIIB4.8a – Planning and Budget Committee Meeting Minutes, February 5, 2015
- IIIB4.8b – Planning and Budget Committee Meeting Minutes, May 19, 2016
- IIIB4.9 – awaiting Karen email evidence
- IIIB4.10 – awaiting Albert staff facilities maintenance email

## Plans Arising out of the Self Evaluation Process

<b>Planned Change, Improvement and Innovation</b>	<b>Standard</b>	<b>College Lead</b>	<b>Timeline</b>	<b>Anticipated Outcome</b>
Improve security through replacement of campus locks	IIB1	Vice President, Administrative Services  Director, Physical Plant	2017-2018	The College will replace locks on campus with interior locking mechanisms to provide extra security in case of emergency lockdown.
Create a distinct and separate Program Review for new baccalaureate program	IA2 IIB3	Program Review Chair	Fall 2017	The Program Review Committee will create a distinct and separate Instructional Program Review process for the baccalaureate degree in Funeral Service.