STANDARD IIIB
RESOURCES

Physical Resources
Standard IIIB: Physical Resources

IIIB. *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.*

**Committee Members**

**Co-Chairs:**
Rick Kilgore, Classified Professional (retired spring 2011)
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IIB.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.

Descriptive Summary

Fresno City College is part of the State Center Community College District, a multi-college district that also includes Reedley College and centers located in Clovis, Madera, and Oakhurst. Fresno City College opened its doors in 1910 and is now located on a 104 acre site with 792,000 square feet for instruction and support services. The campus has 52 buildings that include the Old Administration Building, seven instructional division facilities, a student services building, an administration building, and other support structures. (IIB.19: District Physical and Fiscal Resources).

The instructional divisions are Applied Technology; Business; Fine, Performing, and Communication Arts; Health Sciences; Humanities; Library and Student Learning Support services, Math, Science, and Engineering; and Social Sciences. Each division has a central office that houses the division dean and support staff. These offices include faculty and staff mailboxes and other resources. Within these divisions there are 161 classrooms/labs, eight large lecture halls, a theater, a recital hall, and an art gallery. After the completion of the second phase of the Old Administration Building revitalization project an additional 15 classrooms will be available.

The Learning Resources Center (LRC) building is 51,226 square feet and houses the library, the Employment Resource Center, a computer lab, a financial aid annex, testing and assessment, the Teaching and Learning Center (TLC), and a distance education classroom. There are 16 offices, six classrooms, three computer labs, five study and research rooms, and one large conference room. The LRC includes tutorial services, a computer lab, technology support services, adaptive technology, and faculty and staff offices.

Fresno City College has a diverse and comprehensive physical education and athletic program, including thirteen men’s and women’s sports, and nineteen team offerings. The facilities include a 13,000-seat all-weather track/football stadium, an 800-seat baseball park, a softball diamond, 12 tennis courts (4 of which are lighted for evening classes) 2 pools, a soccer and a practice football field, and a 14,400 square foot 2,500-seat gymnasium.

The field house at Ratcliffe Stadium contains both men’s and women’s locker rooms, a team meeting room, a weight training room, a 950 square foot athletic equipment storage area, and two athletic training rooms. There is also a 400 square foot athletic training room located near the on-campus gymnasium.

At this time, neither the track nor the swimming pools currently meet the requirements for competition. The track needs to be completely replaced in order to meet competitive standards, and the swimming pools need to be replaced in order to be compliant for both competitive water polo and swimming. The pools are currently slated to be resurfaced due to surface flaking. This project was not listed on the five-year construction plan, but was completed in April 2011.

The Police Academy facility consists of five 24 x 40-foot bungalow-type buildings, including three classrooms outfitted with computer and video technology, an administrative office, two restrooms, and storage. The facilities are outdated but well maintained. There is a large parking lot and a drill area on academy grounds. An all-weather track and training facility for the conditioning program are located across the parking lot at the campus stadium and field house. Local agencies loan vehicles for training so the College does not have to maintain a fleet of cars. Off-site training venues to augment student learning are located at the Fresno Police Department Training Facility where firearms training and emergency vehicle operations training is conducted, and the Homewood Suites Hotel where the Presley Institute of Criminal Investigation courses are conducted under a contract with the California Commission on Peace Officer Standards and Training.

* Second and subsequent references to evidence will only include the evidence number.
The first floor of the Student Services building consists of Admissions & Records, the EOP&S program, Veterans and International programs, College Relations, and the Health Services Office. The second floor consists of the Financial Aid office, Counseling, Transfer Center, Career Center, the Vice President of Student Services Office and the DSP&S program. When the Old Administration Building is completed, the DSP&S program will move to the vacated Administration building to better meet the physical needs of program participants.

The first floor of the bookstore building houses the Fresno City College Bookstore and Pacific Café, an outside food vendor. The following programs and services are located on the second floor: Psychological Services, the Rampage, the Call Center, the TRIO program, the Associate Student Government Offices, and offices for deaf interpreters.

The Cafeteria building includes the cafeteria, a faculty and staff dining room, Student Activities, and the game room. The Student Activities area includes a lounge, student senate meeting room, and several staff offices. The student lounge, which measures 3,312 square feet, has approximately 50 double and triple seat sofas and single chairs. There are also several tables and a small computer lab for student use.

The Fresno City College Child Development Center is an integral part of the Social Sciences Division at Fresno City College and functions as a lab for the Child Development Department. The Child Development Center is 6,784 total square feet. The original building was built in 1986; two bungalows were added in 1998-99. The facility is currently licensed for 82 children. It offers full and half day programs for children from 24 months to 5 years of age including children with special needs. The College has submitted an Initial Project Proposal (IPP) for a new facility in the event state funding becomes available (IIIB.1a: 5-Year Construction Plan- Fresno City College Portion; IIIB.1b: 5-Year Construction Plan Components).

Campus parking is a continuing concern due to the extreme imbalance between available spaces and high enrollment figures. This concern was identified in the Fresno City College Educational Master Plan as one of the top two issues most important to students, administration, faculty, and staff (IIIB.2: Educational Master Plan). The Environmental Impact Report (EIR) for the Old Administration Building (OAB) renovation project, dated July 16, 2007 outlined items that will need to be addressed prior to the use of the OAB (IIIB.3: Environmental Impact Report for OAB). Below is a list of mitigation measures the College/District must address:

- 6.1(a) For future construction, parking impacts should be a fundamental consideration, and should not be considered unless the parking can accommodate the increased parking demand.
- 6.1(b) Improve parking lot signage i.e. where all of the lots are.
- 6.1(c) improve utilization of parking lot Q through shuttle service, reduced parking fees for Lot Q, review security for the lot, provide a safe walking path to the campus, and encourage employees to use the lot.
- 6.1(d) Develop an event management plan for events in the OAB auditorium and gym.
- 6.1(e) Encourage City of Fresno to increase the amount parking enforcement for the neighborhoods near the campus
- 6.1(f) District shall monitor the parking as each phase of the OAB opens
- 6.1(g) Improve the flow of traffic in lots K & L to be completed within three years of final construction on the OAB
- 6.1(h) Improve lots northwest of the Allied Health Building
- 6.1(i) Review feasibility of improving additional land across Blackstone already owned by district
- 6.1(j) Encourage City of Fresno to increase bus routes

Measure 6.1(b) for the lots near the Allied Health Building are scheduled to be completed by fall 2011. The event management plan 6.1(d) will be created and implemented early in spring 2011. Update: As of April 2011 the Interim Parking Plan was adopted which addressed event management for the OAB auditorium and gym. The remaining measures will be addressed as outlined in the environmental impact report.
Currently there are 24 parking lots with a total of 3,044 stalls located at various locations on campus. Of these stalls, 30 are reserved for specific individuals, 32 are reserved for motorcycles, 16 are for visitors, 68 are designated for persons with disabilities, 104 are metered, 514 are reserved for staff, and 2,267 are open to students with permits. The impact of the parking situation is most severe during peak periods, such as morning to early afternoon hours, and at the beginning of each semester (IIIB.5: Parking Inventory).

The campus started planning an employer based trip reduction program (eTRIP) in May 2010, to help alleviate the parking congestion and improve air quality. The goal of the eTRIP program is to reduce the number of single occupancy vehicle trips made to the campus by employees during peak commute times. This program will consist of three phases to be implemented over the next several years. The College has registered its eTRIP program with the San Joaquin Valley Air Pollution Control District and is planning the first phase of the program, which consists of the marketing and program support strategies. The College has sent out communications for the eTRIP program in its Safety Bulletins to encourage participation from all employees in upcoming focus groups to develop an effective program (IIIB.6: Fresno City College June 2010 Safety Bulletin; IIIB.18: eTrip Registration Confirmation).

The Fresno City College Career and Technology Center (CTC) is located in the southwest part of Fresno on seven acres of land that support thirteen buildings totaling over 30,000 square feet. Eight of the buildings are metal structures or older portables that require considerable maintenance. The remaining five buildings include four relatively new portable classrooms and a restroom facility with handicapped access. The general grounds are in good condition. There are ten vocational programs at CTC: both day and evening classes are offered, most shop areas are used during day and evening classes. Fire technology classes are held in three 900 square foot portables. Storage for apparatus and equipment is under a 2,800 square foot covered area surrounded by a chain link fence. There are four fire pumper trucks, one aerial ladder truck, and one ambulance on site. One classroom is rented out to a private school for use on Friday evenings and a roofing apprenticeship class is held on Thursday evening and Saturdays. The State of California also has a contract with CTC/SCCCCD to use one automotive bay and office space for use as a State Smog Referee station.

Since the last accreditation the Manchester Center site has been closed due to fiscal pressures. The educational programs were moved back to the main campus causing a shortage of office space pending the opening of the OAB. The employees from other agencies, such as the county CalWORKs counselors, returned to their home agencies. The Fresno City College Training Institute was moved to the Clovis Center and includes two reception stations and seven offices, and a 12-seat conference room. The Training Institute primarily conducts contract training at employer work sites, in Fresno City College classrooms, and in two bungalows at the Clovis site. The Emergency Medical Services (EMS) program conducts most of its training at the Center for Advanced Research and Technology (CART) in Clovis.

Lottery funds in the form of “decision packages” are the College’s primary source for equipment replacement. These funds are also used to augment other areas of need across the campus such as technology upgrades and scheduled maintenance. The College has consistently funded these projects as reflected in the budget reports. (IIIB.16: SCCCD Major and Scheduled Maintenance & Repair Projects).

In a normal budget cycle the decision package process represents more than 57% of all equipment purchases for the District (IIIB.4: Review of Lottery/Decision Package Funding). At the end of fiscal year 2010, due to unanticipated budget savings the College had remaining funds that were used to equipment requests. These funds were primarily allocated through a review of action plans and technology plans that had been submitted. This expenditure plan was then forwarded to the Strategic Planning Council for review and approval.

The Fresno City College Facilities Committee (IIIB.8: Fresno City College Facilities Committee) is a shared governance committee that makes recommendations to the Strategic Planning Council. It is tasked with reviewing and monitoring the current assessment of all Fresno City College facilities. It is
also responsible for considering requests for facilities allocation, upgrades, and new facilities. This is done through the action planning process.

The most recent example is the allocation of space in the vacated Administration Building once it is vacated as the OAB is brought online. The Fresno City College Facilities Committee initially solicited requests for space through the vice presidents. After reviewing the requests the Facilities Committee made their recommendation to the Fresno City College Strategic Planning Council. The council did not agree with the process that the Facilities Committee had originally used for requesting proposals. The SPC directed the committee to send out a request for action plans to the entire campus community with respect to the use of the vacated Administration Building. Rather than developing the action plan themselves the committee sent an email communication to the entire campus community requesting action plans. The action plans were reviewed and after reaching consensus their decisions were forwarded to the Fresno City College Strategic Planning Council for approval. The council accepted the plan as submitted and forwarded the recommendation to the president. The president reviewed the final plan and accepted it with a small portion of the space reallocated to Student Services for DSP&S.

The DSP&S space design was reviewed by an architect designer with plans submitted to DSA for approval. Design estimates were $180,000 and scheduled for implementation and completion by December 2011 or January 2012. All ADA issues were resolved with this project to benefit the student population being served in a single level structure rather than current second story location. The Print Shop relocation was also reviewed by the same firm with estimates of $160,000 to complete the move from the current location at T500. This project is also underway with the same completion schedule.

The District Police Department provides 24/7 law enforcement services to the Fresno City College campus include three marked patrol units, one unmarked unit, and two electric golf carts. There is a written Memorandum of Understanding with the Fresno Police Department which provides for mutual assistance when requested.

The survey response on police enforcement was reflected in the College’s 2009-2010 Educational Master Plan with 18 percent of the respondents reporting they feel safe “Always”, 45 percent “most of the time”, 18 percent “usually”, 17 percent sometimes and only 1 percent “never” (IIIB.2).

The Fresno City College Environmental Health and Safety Committee (IIIB.7: Fresno City College Environmental Health and Safety Committee) supports the College strategic plan goals and objectives by actively promoting a healthy and safe working and learning environment for all employees, students, and visitors to the campus, centers, and facilities. This committee serves in an advisory capacity to the Strategic Planning Council.

The committee’s activities include but are not limited to creating and disseminating reports on the safety and health issues reviewed by the committee; reviewing the results of scheduled periodic safety inspections; reviewing investigations of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submitting recommendations to administration for the prevention of future incidents; reviewing investigations of alleged hazardous conditions reported to the committee or any committee member; consideration of employee safety suggestions; and reviewing the implementation of safety rules and safe practices. The committee also recommends persons to be responsible for conducting the scheduled periodic inspections specified in the IIPP; reviews the committee operating agreement on an annual basis; and works to develop action plans that address occupational health and safety issues.
Self Evaluation

The College partially meets this standard. The campus Facilities Master Plan should continue to be a high priority for the College. This will help to identify and prioritize the needs for the College in the District’s Five-Year Construction Plan. The operating agreement for the Fresno City College Facilities Committee states that it reviews and monitors the current assessment of all Fresno City College facilities annually. It is relying on a few walking tours and actions plans being submitted. While these are viable mechanisms for review it should also include a review of the five-year scheduled maintenance submitted by the District each year and other appropriate mechanisms. The Facilities Committee recommendations should be clearly tied to the Educational Master Plan, the Facilities Master Plan, Program Review, and the College Strategic Goals.

Planning Agenda

The College will complete and implement the College Facilities Master Plan and ensure that it is updated as appropriate.

IIIB.1a 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.

Descriptive Summary

Planning and prioritization of new facilities should be handled through the Fresno City College Facilities Committee with direction from the Strategic Planning Council (SPC) and the College president. The facilities recommendations would then be forwarded to the SPC and submitted to the president for approval. While this has happened with certain projects, the implementation needs to be more consistent.

The District participates fully in the state’s Scheduled Maintenance Program (IIIB.9: Scheduled Maintenance Five-Year Plan). A list of the major maintenance projects are listed in the Summary of “Major and Scheduled Maintenance & Repairs”. (IIIB.16) Since the 2005 fiscal year the District has spent $4.2 million dollars at Fresno City College in major maintenance projects. This included $798,000 for mandated fume hood replacements in the MSE building that corrected a serious health and safety problem.

The District and College have also been active in finding outside sources to complete campus construction projects. Examples of this can be seen in efforts to obtain Measure E monies, as well as the $2.68 million contributed by the internal and external community members to raise funds for the OAB.

Major Projects during this period included (IIIB.10: SCCCD Cost Summaries of Construction):

- A $14.8 renovation and modernization of Applied Technology buildings. Construction began in summer 2005 and was completed in the fiscal year 2008.
- A $4 million project to renovate and modernize the Student Services building. This project was complicated by asbestos removal issues, but construction was completed in December of 2006.
- The Health/Fitness Center for $1.6 million Measure E funds
- The new Practice Gym for $3.8 million Measure E funds
- The Art Yard Modernization for $ 500,000 in Lottery funds

The most significant building project has been the restoration of the OAB. This project was funded by state, local, and District monies, as well as individual and business donations totaling $49.3 million for the south and west wings. The north and east wings were recently funded by the state for $9.2 million and the proposal process has already begun.

The Fresno City College Building Services Department is managed by the Building Services manager under the direction of the vice president of administrative services. The College Custodial Department consists of 35 employees working three shifts. Custodial staff includes a supervisor, three lead custodians, four utility workers, and 28 custodians. The supervisor works during the daytime and a lead custodian works on each shift.
The custodians are scheduled using a zone cleaning system and team up to cover for absent custodians. They clean approximately 792,000 square feet of classrooms, labs, industrial shops, offices, a gymnasium, and the field house. Their other duties and responsibilities include recycling, hauling trash, events set-up and teardown, athletic events coverage, furniture moves for carpet installations, and light and ballast replacement.

The Custodial Department also assists the Police Department with emergency calls, locking/unlocking doors as needed and reporting suspicious persons on campus. They also look for maintenance and ground issues and report them to Plant Operations.

The maintenance and operation of the physical facilities is organized by District Operations under the direction of the associate vice chancellor of operations. The Facilities Department is divided into two functional areas: maintenance and grounds.

The District Operations maintenance department is made up of five distinct departments: police, construction, grounds, transportation, and maintenance. Maintenance is responsible for the maintenance and operation of the Colleges’ and Centers’ physical facilities. It is comprised of 13 classified employees: one warehouse worker, five maintenance workers, one maintenance specialist, five journey-level employees, and one journey-level lead person. This department is housed in a portion of the 18,992 square foot campus service center and is managed by the District director of maintenance and operations.

Requests for general maintenance and repair are forwarded to the Operations Department via Maintenance Service Requests (MSRs) (IIIB.10). During working hours, emergency requests are phoned or emailed to the Operations Office. After hours, maintenance emergencies are phoned into the District Police Department, which is available 24/7. The Maintenance Department assigns the work and tracks all outstanding requests.

Each maintenance worker is assigned to certain buildings and is responsible for reporting safety problems, major warranty issues, and contractor issues. Smaller maintenance issues are fixed as they are found. They are responsible for ensuring the following items are reported and fixed: door, sidewalk and elevator problems, as well as safety hazards and exit lighting issues.

The District Grounds Department assigned to Fresno City College consists of one leadsman, one small engine/grounds staff person, five groundskeepers, plus two student aides. The Grounds Department is overseen by the District grounds services manager, who reports to the associate vice chancellor of business and operations. In the Grounds Department, almost all District employees are licensed pesticide applicators.

The shop area for the Grounds Department consists of two 625 square foot shop areas, a shared 1,350 square foot canopy for equipment storage, and shared space in the District maintenance yard.

**Self Evaluation**

The College meets the standard. The age of the facilities and the lack of state maintenance funds make it a constant struggle to maintain the facilities as well as they’ve been in the past. Even with the reduced funds the College and District are continuing to invest in the College’s infrastructure through capital outlay and maintenance funds to ensure that the campus is able to provide quality instruction and services. (IIIB.15: State Ranking of Capital Outlay Proposals).

**Planning Agenda**

None.

**IIIB.1b 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.**

Fresno City College is committed to providing a safe, healthy, and accessible educational and work environment. The College has policies and programs in place designed to protect the health and safety of students, faculty, and staff. Information regarding health and safety matters is provided to staff through online training, a monthly newsletter, and campus wide email alerts. Staff is updated annually at the College opening day meeting about ongoing health
and safety issues that affect students and staff. The College has processes in place to identify and respond to health and safety issues in a prompt and appropriate manner.

Fresno City College has an Environmental Health and Safety Committee (EHSC), and Facilities Committee that address campus safety concerns. In conjunction with federal and state OSHA regulations, the SCCCD Board of Trustees established the District’s Injury and Illness Prevention Program (IIPP), Blood-borne Pathogens Exposure Control Plan, Chemical Hygiene Program, and Hazard Communication Program which are available on the Environmental Health and Safety website. All members of both committees have received IIPP training. The College liability carrier conducts property and liability surveys, and loss control analysis for worker’s compensation claims quarterly and in accordance with the IIPP. The College EHSC and the Facilities Committee respond to the survey recommendations. The two committees also review and facilitate follow-up on hazard reports submitted by the general College community. Any staff member, student, or visitor may report a hazard utilizing the proper form located on the Environmental Health and Safety (EHS) website (IIIB.11: Environmental Health and Safety website).

Fresno City College EHS officers have filed a Hazardous Materials Business Plan to the Fresno County Health Department/Environmental Health Division. The College is a “small quantity generator” in terms of hazardous waste. Reports are filed by the District EHS officer to the Department of Toxic Substance Control on an annual basis.

Fresno City College EHS officers have a completed Spill Prevention, Control, and Countermeasure Plan (SPCC) on site that is required for the campus’s aboveground storage tanks. This plan identifies how the College prevents and controls discharges of petroleum based products.

Fresno City College has an established Emergency Response Plan (ERP) that is part of the comprehensive District wide ERP. The ERP identifies all procedures to be followed in the event of an emergency or disaster.

The EHS officers distribute a monthly safety newsletter to a campus wide email. They also have provided a link on their website for all faculty and staff to complete mandated online health and safety training. The website tracks which courses employees have completed (IIIB.11).

Fresno City College as well as off-campus sites, such as the Fresno City College Career and Technology Center, conduct annual/tri-annual site hazard identification inspections of classrooms, offices, restrooms, and workstations. An identification checklist is utilized for each area and maintenance service requests are submitted as needed. The reports are kept by Fresno City College environmental health and safety officer.

Fresno City College strives to meet the accessibility needs of students with disabilities. Accessibility issues are identified to the Environmental Health and Safety Committee for review and action. In 2009, the DSP&S program purchased 12 Stryker evacuation chairs for multi-story buildings. Training on use of the chairs was conducted by the company for College custodians, police officers, nurses, and psychiatric interns (IIIB.12: Crisis Training).

Additionally, over the next three years, several Fresno City College facilities are receiving American’s with Disabilities Act (ADA) upgrades. In addition to upgrades to campus policies, this will include upgraded doors and door hardware, service counters, elevator operation, bathrooms, accessible seating, handrails, signage, drinking fountains, and parking lots. Further, the campus will develop an ADA Transition Plan, where additional needed upgrades will be identified, and schedules and budgets will be established.

The College has its own District Police Department that was established in 1972. The Fresno City College campus is staffed with six officers, two sergeants, one lieutenant, and a chief. Coverage is provided 24 hours a day, seven days a week. The department has three marked patrol cars, one unmarked unit, and three golf carts. There are two locations with dispatch; one at Fresno City College and one on the Reedley College campus. The Fresno City College campus officers also cover the North Centers and the Fresno City College Career and Technology Training Center. The
department enjoys an excellent working relationship with Fresno Police Department and the Fresno County Sheriff’s department.

All staff, including dispatchers, attend twice yearly updates with the Health Services nursing and ancillary staff, psychological service staff, and the environmental health and safety officer. Topics of health and safety interest are presented by guest speakers and in-house staff. Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) training is conducted every other year with officers, nurses, psychiatric staff, and ancillary personnel certifying. Two patrol cars are equipped with AEDs and an additional AED is located in the Health Services Office.

Police officers are first responders to any emergency situation on campus. Communication is through dispatch along with hand-held radios carried by health and psychological services personnel. Officers call for the assistance of the nurses or psychiatric interns when necessary.

The Emergency Response Plan is tiered. At the classroom level, a flip chart is posted at every door describing what to do in the event of an active shooter, fire, injury/illness, crimes in progress or civil disturbance, bomb threat or suspicious objects, hazardous materials leaks/spills, earthquakes, evacuation of the disabled, and campus evacuation maps. Classrooms are equipped with panic buttons; a system with which District Police can listen in on classroom emergencies and respond appropriately. Classrooms in the OAB are equipped with Voice over Internet Protocol (VoIP) phones rather than panic buttons. Students and staff are encouraged to register for “1st2know”, a mass email delivery mechanism to inform students/staff of any campus emergency. The installation of an audio alert system that can be heard campus wide was completed spring 2011. Surveillance cameras are in use at three campus locations where large numbers of students typically congregate. At the administrative level, State Incident Command (SIMS) and National Incident Command (NIMS) training has been completed by the College president, vice presidents, the environmental health and safety officers and others.


### Fresno City College Crime Statistics 2006-2008

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<th>Criminal Offenses - On campus</th>
<th>Total criminal offenses on campus</th>
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<tr>
<td>b. Negligent manslaughter</td>
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<td>c. Sex offenses - Forcible</td>
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<tr>
<td>d. Sex offenses - Non-forcible (Include only incest and statutory rape)</td>
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<tr>
<td>e. Robbery</td>
<td>5 2 2</td>
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<tr>
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<tr>
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<tr>
<td>h. Motor vehicle theft</td>
<td>21 18 14</td>
</tr>
<tr>
<td>i. Arson</td>
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</tr>
</tbody>
</table>

**Caveat:** Two reports of sexual assault, one alleged rape the other alleged sexual battery. Suspect arrested however District Attorney’s Office elected not to prosecute. Suspect expelled and restricted from every campus/center
### Self Evaluation

The College meets the standard. Fresno City College will continue in its efforts to provide a safe and healthy educational and work environment. There is an established emergency plan to assure the campus community is informed about crisis response. The campus Police Department has a good working relationship with outside law enforcement agencies, and with health and psychological services to provide students with needed resources and assistance. The environmental health and safety officers assure that the campus community stays informed with educational bulletins, and online safety training. New projects, such as the Old Administration Building upgrade include ADA approved access ramps and facilities. For other identified access issues, the College plans to participate in an ADA transition plan to work toward ADA compliance. The College will continue to assess student and public needs, and work to see that the campus offers a safe and accessible environment.

### Planning Agenda

None.

#### IIIB.2

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

#### IIIB.2a

*Long-range capital plans support institutional improvements goals and consider projects of the total cost of ownership of new facilities and equipment.*

### Descriptive Summary

Previous accreditation teams recommended that the College and District address the status of the Old Administration Building (OAB). As of December 2010, the 2nd phase of the OAB was completed. Campus Business and Administrative offices are now housed in the building and in spring 2011 classes were held in the completed classrooms. With a passage of a bond measure in 2002, and the generous donations of the public and College employees, the OAB continues to be a historical icon of Fresno City College. Not only will the OAB house various educational facilities, but will also serve as the main center for campus business and administrative activities.
The impact of inadequate parking is most severe during peak periods such as morning to early afternoon hours and the beginning of each semester. In response, $2.63 million from Measure E funds were allocated to address parking issues. However, these funds were diverted to the renovation of the OAB. This issue must be addressed in the near future due to the OAB’s close location to residential neighborhoods and the concerns of those residents. This becomes of particular concern with the use of the OAB auditorium. To deal with immediate concerns, at the April 5, 2011 Board of Trustees meeting, an Interim Parking Plan was approved. The District must have in place a plan to route traffic and address parking issues before the auditorium can be utilized by outside agencies.

The current traffic and parking problems at the beginning of each semester are addressed by opening a practice field north of the gym for parking and providing a shuttle serves from Lot Q to the campus areas. This plan is operational for the first three weeks of each semester.

The District maintains and updates the five-year construction plan for the College campuses (IIIB.1). The plan tracks the progress of capital construction projects funded by state and local bond measures and projects proposed for future funding. It is not known how much input from the various approval and planning committees from the College level is evaluated by the District. The College receives a copy after the report has been filed with the state.

Projects that were approved and partially completed at the state level are the OAB and the Fresno City College Child Development Center. The OAB project phases I, II and IV have been completed and the west and south portions designated Phase III will be under construction in 2011 and completed in 2012.

The new Fresno City College Child Development Center, to be open in 2014, is approved for funding of preliminary plans and working drawings. Additional projects included in the five year plan and proposed for future state and local bond funding include an Academic Facilities Modernization with a total budget of $15 million. A two-phased project to upgrade campus areas to meet American with Disabilities compliance standards is planned with funding in 2014–15 and 2015–16.

The campus does not have an equipment evaluation and replacement plan, outside of the technology plan, that would evaluate and assess instructional and support equipment in respect to current technology, modernization, or serviceability.

The current equipment needs are assessed by an annual review of decision package requests which are funded by lottery funds. The campus does not generally use lottery funds for salary. Lottery funds are used to augment other areas that need support such as library funding, technology upgrades, equipment upgrades, instructional technology, and ongoing maintenance. The decision packages are negotiated first at the department levels, then the division levels, then the vice presidents level. These decisions are forwarded to the Budget Advisory Committee and then moved to the SPC and the president before submittal.

**Self Evaluation**

The College meets the standard. The completion of the renovation of the OAB provides much needed space for the College. However, it also created a situation that was not fully anticipated in backfilling the vacated spaces. In the future more coordinated planning should be done by all departments affected by a project, including communication with the District.

The College has created an effective planning model by utilizing program review, action plans, and the Facilities Committee to assist in planning and implementing campus improvements and expansions. This process was devised and extensively reviewed to ensure a proper working model for facilities and College support departments after the 2005 accreditation visit. The process has been in place for five years and is continually being reviewed and adjusted to ensure proper operation. The lack of planned parking for new facilities is an ongoing issue.

The District has authorized consultants to conduct an assessment. An inspection of facilities is underway to address physical, technological, and energy recommendations for the development of a Facilities Master Plan. This plan will be used to assess the
financial needs of modernization projects, facilities enhancements, parking needs, and a future bond initiative. An integrated facilities plan would serve as an approval mechanism and also facilitate completion by scheduling, prioritizing, and funding projects.

Equipment planning is an area that has not been addressed or evaluated in campus planning. The decision package system has worked well for the College, but it assumes that everyone is fully participating in the process, and it does not review aging assets.

Without planning, equipment may be overused or neglected and will not be systematically replaced. This information and planning is also important in the campus support areas. All areas should be operating at the current technology level of private industry. This is also important in support areas such as the print shop, copy center, and custodial services. For equipment planning, outside of technology, an ongoing replacement plan should be in place so that as decision packages are reviewed, the current and coming needs can be planned effectively.

All equipment should be maintained as recommended by the manufacturer and equipment scheduled for replacement as required avoiding mechanical fatigue or obsolescence. This would ultimately reduce costs by eliminating downtime in support areas.

**Planning Agenda**

The College will develop and implement an equipment replacement plan.

**IIIB.2b 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.**

**Descriptive Summary**

There is no institutional strategic plan with respect to College facilities. Fresno City College may coordinate efforts and work with SCCCD administration and operations to integrate College plans with the District plan, but how this happens is not clear or systematic. There is a five-year District construction plan which is updated annually, but there is not a District facilities plan. The College and District facilities committees should have a direct relationship. The decisions for the 5-year construction and maintenance plans should be transparent in either an action plan or some other method of review by the CFC. The decisions from this process should be supported by the College’s Facilities Master Plan. Fresno City College’s Educational Master Plan was completed on March 2, 2010 (IIIB.2). This was the first step toward having a Fresno City College Facilities Master Plan. The Facilities Master plan was approved at the June 7, 2011 Board of Trustees meeting and awarded to Darden and Associates. An initial planning meeting was held on July 21, 2011 to discuss:

- Project Initiation
- Development of District Mission/Goals and Facility Assessments
- Demographic Analysis
- Educational Program Needs and Alternatives Analysis
- Prioritization and Funding Analysis
- Community Dialogue and Implementation

This plan should address how the College will service a projected growth in unduplicated headcount to 33,000 students by 2025. This plan will also include a strategy for financing this growth.

The LAN-WAN project referred to in the second paragraph of the 2005 accreditation report has been completed. The final phase extended the campus network across Blackstone (Field House, Police Academy and a limited installation in District Operations) (IIIB.10).

A master schedule is in place for Measure E projects. Measure E is the $161 million bond passed in 2002. Most projects have been started and many have been completed. These include: 1) acquiring a site for a proposed southeast campus for Fresno City College; 2) renovating the south and west wings and the auditorium of the OAB, and; 3) building renovations in the Applied Technology Division. The remaining OAB renovation is planned to be completed with state funding. The College will continue to work with the District to leverage state funding through Proposi-
The District is still funding required maintenance projects such as the re-roofing of the vacated Administration Building, the replacement of the south heating loop, and the replacement of the walk-in area of the cafeteria. Due to lack of state funding, the Scheduled Maintenance Program (SMP) is in abatement.

A Student Services remodel has been completed. The vacated Administration Building is undergoing modernization as the OAB comes into use. The Fresno City College Facilities Committee spearheaded the planning for the use of the vacated Administration Building, and all but one of the committee’s proposals were accepted and implemented by the SPC and president.

The College’s Educational Master Plan (EMP) says the following:

a. Using the allowable standard referenced in the CA Code of Regulations Title 5 for calculating space...and the College’s current space inventory...Fresno City College will show a significant “net need” for space through the year 2025. (IIIB.17: CA Code of Regulations Title 5).

b. Given the growth forecast presented to the Council, the College is projected to need an additional 177,769 ASF (assignable square feet) of space by the year 2025. If the space at Manchester Mall becomes unavailable, an additional 10,440 ASF of space will be required.

c. The State Chancellor’s Office tracks (and may fund) space in five key categories. These include:
   i. Classroom
   ii. Labs
   iii. Office
   iv. Library
   v. AV/TV

   Fresno City College shows a need for space in all five of these categories. Of the total new space required, 136,000 ASF is in these five key space categories.

d. The District intends to develop a standardized procedure for determining the “Total Cost of Ownership” (TCO) for existing facilities as well as for remodeled or new facilities that may be constructed throughout the District. The purpose of TCO will be to provide an institutionally agreed upon, systematic procedure by which each existing facility in the District is evaluated, and, at the same time, to establish a quantitative database that will assist the District and each college in determining the viability of existing facilities as well as the feasibility of remodeling and/or constructing of new facilities. The cost of energy-efficient design or retrofitting should be included in this, since energy usage is a major cost component of facilities operation. (IIIB.14: Energy Usage)

There is a SCCCD Facilities Committee and a Fresno City College Facilities Committee. The former scarcely communicates with the latter. While the SCCCD Facilities Committee does operate as a shared governance committee the flow of information needs improvement. The representation on the committee is not aligned with the Fresno City College Facilities Committee. This lack of communication has resulted in a feeling that the campus’s shared governance efforts are not integrated into District planning.

Three examples of the Facilities Committee’s work are recommending a plan for the vacated Administration Building to the SPC and the president once it was vacated; recommending that an improved sound system be installed in the OAB’s auditorium; and recommending a procedure for scheduling the use of the OAB auditorium.

The Facilities Committee is charged with examining parking issues on Fresno City College’s campus. Everyone agrees, especially students, that parking is a significant problem. The committee has recommended that the president urge the District to develop a parking plan that accommodates the opening of the OAB, as is required by the Environmental Impact Report on the renovation and re-opening of the OAB (IIIB.3).

The committee reports to the president and the SPC, and makes recommendations to each with respect to facilities issues. There is a good relationship with room for improvement between the committee, the president, and the SPC (IIIB.8).
Self Evaluation

The College partially meets this standard. After the passage of Measure E in 2002 which provided $25 million dollars to renovate the OAB, the College worked with the District to hire the lead architectural firm, and then developed a College plan for the use of the OAB. This plan was completed by 2004.

The EMP says the following:

Facilities planning is but one portion of the overall TCO planning model that must be developed by the District. There is not a TCO planning model being developed, although the concept is supported. As such, it must be integrated into the overall planning system and ultimately approved through the District/College’s shared governance process.

Fresno City College should take the next step in the planning process by identifying a facilities plan and a finance strategy to meet all its facility needs.

Fresno City College should develop a FMP as soon as possible. The finance strategy will take serious collaboration and mutual consultation with the District. Parking needs to be better-addressed both by the College and the District. The District controls the fund into which parking fees, fines, etc. are channeled.

Planning Agenda

As stated in IIIB.1, the College will complete a College Facilities Master Plan and ensure that it is updated as appropriate.
Evidence for Standard IIIB

IIIB.1 5 Year Construction Plan- Fresno City College Portion
IIIB.1b 5 Year Construction Plan Components
IIIB.2 Educational Master Plan
IIIB.3 Environmental Impact Report for OAB
IIIB.4 Review of Lottery/Decision Package Funding
IIIB.5 Parking Inventory
IIIB.6 Fresno City College June 2010 Safety Bulletin
IIIB.7 Fresno City College Environmental Health and Safety Committee
IIIB.8 Fresno City College Facilities Committee
IIIB.9 Scheduled Maintenance Five-Year Plan
IIIB.10 SCCCD Cost Summaries of Construction
IIIB.11 Environmental Health and Safety website
IIIB.12 Crisis Training
IIIB.13 The Campus Safety and Security Data Analysis Tool
IIIB.14 Energy Usage
IIIB.15 State Ranking of Capital Outlay Proposals
IIIB.16 SCCCD Major and Scheduled Maintenance & Repair Projects
IIIB.17 CA Code of Regulations Title 5
IIIB.18 Worksite ET106 Confirmation.pdf
IIIB.19 District Physical & Fiscal Resources