

STANDARD III: RESOURCES

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.

- 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

The El Camino Community College District (ECCCD) facilities consist of a main campus - El Camino College, an educational center - Compton Educational Center, and various other centers or off-campus sites within the ECCCD's boundaries.

El Camino College is located on 126 acres in an unincorporated section of Los Angeles County; the campus consists of 35 buildings totaling over 1.2 million gross square feet in size, eight parking lots that provide over 4,000 parking spaces, outdoor athletic facilities, horticulture gardens and a greenhouse, a construction technology lab, and vehicular roads and pedestrian walkways.¹

The Compton Educational Center is located on 78 acres in the City of Compton. Sited on the center are 30 buildings totaling over 296,000 assignable square feet.² In addition, there are outdoor athletic facilities, parking, and extensive gardens and green space. The Center is the property of the Compton Community College District.

The ECC Fire Academy is located in Inglewood; this site was the former fire training facility for the City of Inglewood. The college purchased the property in 2000 when it became available due to the City of Inglewood's discontinuation of its Fire Department. The facility is used by the ECC fire fighting program.

The Inglewood Center is a leased facility in Inglewood where college courses are offered, academic counseling is provided, and academic assessment is performed. Approximately 10 to 20 sections are offered at the Inglewood Center.

In addition to the facilities used at El Camino College, the Nursing, Respiratory Therapy, and Radiological Technology programs use the facilities of a number of area hospitals for on-site practice. Sites include Torrance Memorial Medical Center, Little Company of Mary Hospital, Kaiser Foundation, Harbor City UCLA Medical Center, Centinela-Freeman Hospital, Daniel Freeman Marina Medical Center, and St. Francis Hospital.

The Business Training Center is located in the City of Hawthorne; this facility provides a base for the following programs:

1. Center for Applied Competitive Technologies (CACT)
2. Center for International Trade Development (CITD)
3. Small Business Development Center (SBDC)
4. Workplace Learning Resource Center (WpLRC)

As stated in The El Camino Community College District's 2004-2007 Comprehensive Master Plan,³ the district capacity load ratios (the state's standard for the square footage allowed for given level of WSCH) are:

1. Lecture 138%
2. Laboratory 81%
3. Office & Conference 113%
4. Library 60%
5. Media/ATV 33%

The 2004 Comprehensive Master Plan documents the methods used by the college to evaluate how effectively the college meets the needs of its programs and services. Consultants have been hired by the college to assess district facilities to ensure that all buildings meet government standards and Los Angeles County and the State of California fire and safety regulations. Results from the consultants' studies were used to create the Facilities Plan of the Comprehensive Master Plan.

The Compton District is in the process of completing a Facilities Master Plan, which is due by the end of summer 2008; however, the Educational Master Plan has not been completed.

The college offers about 80 online courses in the fall and spring terms. Online course offerings are managed in coordination with the academic division deans by the Learning Resources Director. The college also offers a handful of televised courses. Equipment needs are also assessed annually for distance education programs. Program improvements to support changes in software and hardware technology are made based upon submitted plans and available funding.

Self Evaluation

The college meets the standard.

Planning Agenda

1. ECC must update the Educational Master Plan in coordination with the Compton District to more fully direct the Compton Facilities Master Plan that is being created (IIIB.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.*

Descriptive Summary

The college has developed a comprehensive set of design standards and material specifications that are used when building or modifying facilities.⁴ Designers are required to follow the standards unless given specific permission to deviate from them. Facilities are maintained at the level of original construction.

The college supports a comprehensive maintenance and operations program. Administering the program is the responsibility of the Facilities Planning and Services Division, which employs 88 employees.⁵

Services provided include:⁶

1. Facilities Planning
2. Facilities Construction
3. Custodial Operations
4. Building and System Maintenance
5. Grounds Maintenance
6. Material Receipt and Delivery
7. Physical Asset Management
8. Recycling & Waste Management
9. Utility Management

The college's Capital Construction Plan⁷ contains projects that increase the capacity load ratios in each of the categories of space in which the district is under 100%.

Self Evaluation

The college meets this standard. The effectiveness of El Camino College District's facilities planning and construction is assured in a variety of ways: input from campus groups, involvement of the building users in the design process, and review of project plans by operations and maintenance staff.

All major constituency groups are represented on the Facilities Steering Committee, a group that considers facilities projects and provides advice and recommendations to the President. The group meets regularly, usually each quarter and more frequently if needed. An example of the group's activities was consideration over the summer and fall of 2007 of a number of possible project options. Presentations were made to the group and frank discussion followed. Ultimately, the group made a recommendation that supported the option chosen.

The design process for new buildings and building renovations includes the participation of groups that will occupy the building. Subject to budget, schedule, and quality requirements, user groups are consulted about the design of the spaces they will occupy and about equipment and furniture.

The design and construction of facilities is managed by the Facilities Planning and Services Division, a unit that also includes the operations and maintenance groups. As plans progress,

they are reviewed by the relevant operations and maintenance groups, and consideration is given to the feedback obtained.

The key objective in the maintenance of facilities is to keep the facilities as effective as when they were originally constructed. Consistent with budget allocations, building systems and their components are replaced as needed to maintain effective operation.

A user survey conducted in March 2007⁸ showed 69% of responders rated Facilities Planning and Services Division's performance as good, very good, or outstanding.

In the 10 month period of September 2005 to June 2006, the Facilities Planning and Services Division received 5,682 work requests and completed 5,064,⁹ representing an 89% completion rate.

Planning Agenda

1. Update the facilities modifications request form and procedure (IIIB.1.a).
- 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

The Division of Facilities Planning and Services is responsible for planning, construction, and maintenance of all district facilities. This includes new construction, renovations, and scheduled maintenance. Due to the age of many of the buildings and materials used during their construction, this results in hazardous material abatement, as the college locates and removes asbestos during renovations. When the college employs outside contractors for major construction projects, it holds pre-job conferences where it details the district's policies and procedures with regards to job safety.¹⁰ During the construction phase, the Director of Business Services monitors the practices of the contractors and their employees.

Over the years, the college has worked to remove barriers and increase accessibility to both buildings and classrooms to meet the Americans with Disabilities Act (ADA) requirements. Joint efforts between the Directors of the Special Resource Center and Safety and Risk Management keep the college apprised of changes in the ADA and what the college must do to address the changes and increase access. As new or remodeled buildings are planned, the college ensures that it meets accessibility standards described in the ADA.¹¹

In an effort to be proactive, the college developed written material to avoid potential problems in the workplace, such as violence and repetitive stress injuries. A procedure¹² was created to address concerns of violence in the workplace before it surfaces as a problem, and a document¹³ to help employees develop proper work habits, in the age of computers, and minimize the potential of such injuries as carpal tunnel syndrome.

The college maintains a safe and healthful environment for students, staff, and guests, as evidenced in the ongoing training provided to managers and supervisors and the growth in the college's disaster preparedness.¹⁴ A comprehensive manual,¹⁵ El Camino College Emergency Evacuation Procedure, allows for orderly building evacuation prior to an actual incident which, in turn, will reduce the fear and panic individuals may face during a real emergency. Each building has a captain who has specialized emergency training. In an effort to provide emergency evacuation and information plans as quickly as possible to over 25,000 students and all faculty and staff, the Director of Business Services developed a script and arranged for the production of an eight minute video¹⁶ entitled, "El Camino College Emergency Preparedness". The video has also become an integral part of the new hire orientation for employees and has served as a model for other community colleges that are members of the California Community College Risk Management Association.

The college and Center continue to maintain a professionally trained police department that provides a wide variety of services to the campus community and guests. The department is open seven days a week, 24 hours a day, and 365 days a year. The police department is sanctioned under California Penal Code 830.32 and adheres to the professional standards established by the California Commission on Peace Officer Standards and Training. A continuing effort is made to meet or exceed contemporary professional standards related to recruitment, training, policies and procedures, equipment, and community based policing philosophies.

The police department continues to consist of five related units: Patrol Services, Police Dispatch/Records, Parking Services, Live Scan Fingerprinting, and Cadet Services. Departments throughout the campus rely upon Cadet Services to direct guests when hosting events, conferences, regional meetings for traffic control, and monitoring reserved parking areas. New, smaller Live Scan machines have been purchased to expand services to meet the demand. Additional student workers have been added to the parking services staff to provide more continuity of services during, and in between, semesters. Patrol dispatch has participated in a major upgrade in 911 and other telephone equipment with funding provided by the state to help them deal with the 37,000 plus calls that came into the dispatch center in 2006. New computers and related computer software programs were installed and technical training took place. Patrol Services continue to make community-oriented policing and crime prevention a priority in order to maintain a safe learning environment.

The police department remains active within the college community by making presentations to students and staff, either in the classrooms or in general assemblies. Topics have included general crime prevention, personal crime prevention in support of groups seeking to reduce violence against women, DUI presentations, and district driver safety classes. The police department also continues to host both the police advisory and the police safety committees in an effort to solicit input from staff and students on current issues and trends as well as to provide guidance to the Chief in regards to the future activities of the department.

In general, the police department has seen a significant increase in the use of computer and other technologies. Parking Services utilizes hand held digital ticket writers instead of handwritten citations; as a result, accuracy and legibility have greatly increased. Some of the PDA style citation machines have built-in cameras which allow for documentation of noted violations.

Mobile Data Computers have been installed in all patrol vehicles allowing officers ready access to databases, previously only accessible by a police dispatcher. Police radios for officers and cadets have been upgraded to models with greater reception, more frequencies, and longer battery life. The police department website¹⁷ has been improved and now offers more means of interaction with the campus community. The ability of those ticketed to file parking citation appeals online has been one of the more popular updates. The department continues to use this venue to post public access for Students Right to Know information.

The district began operating the Compton Education Center in the fall of 2006¹⁸ with a merger of the two police forces occurring in the spring of 2008. Since that time, a process has evolved whereby the operational standards and procedures of El Camino Community College District are being systematically implemented at the Center. Many years of neglect preceded the district's partnership with the Center. A number of years will be required before the Center's facilities will be brought up to current standards.

In May 2008, an agreement was approved by ECCCD Board of Trustees and the CCCD Special Trustee to merge the Compton Center Police department with El Camino's.

Self Evaluation

The college meets this standard. A review of the crime statistics reported by the El Camino Police Department for 2002–2005,¹⁹ shows that the college's efforts to provide a safe environment, through its community-based policing philosophy, have been successful. One area that continues to be problematic is drug abuse violations.

Over the years, the college has improved access to buildings. The college has added ramps where possible, as in the Communications Building. Unfortunately, not all the classrooms are as accessible to students with disabilities. The Life Science, Natural Science, Chemistry, and Physics Buildings were renovated in 2003 and the laboratories and classrooms now meet the current accessibility standard in the ADA.²⁰ The Natural Science Building has also been made accessible to students with disabilities. The college has plans to renovate the restrooms²¹ that will bring 32 restrooms in 16 buildings into full ADA compliance. All new construction conforms to required ADA regulations.

The ECC Emergency Preparedness Plans have experienced growth in the number of employees trained for specific duties and positions within the emergency preparedness organization.²² The college has given more than 130 employees at all levels specialized training in critical response/corporate emergency response/search and rescue. Staff turnover and changing awareness of possible hazards reinforces the need for continued training in these areas. Periodical energy shortages and rolling blackouts have provided the district with the opportunity to practice and evaluate its emergency preparedness plans and evacuation procedures. Currently, the plan is meeting the needs of the college to ensure the safety of its students and employees, and the college will continue to evaluate the plan.

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

The college uses the process of program review to assess how well its physical resources support programs and services. As each program is reviewed, the facilities and equipment being used are evaluated. Deficiencies then become budget needs and are considered within the framework of the institutional planning and budget process. Program reviews may identify the need for remodeling space or the need for new space. These recommendations are prioritized at the unit level and may be included in the unit plan.

Facilities are also assessed by a process of detailed inspection and analysis of conditions. This process occurs on a 5-year cycle. The information is collected and maintained on a state-wide community college system called FUSION. The resulting information is used to prioritize needs and develop funding strategies.

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

Descriptive Summary

In 2002, the district adopted a facilities master plan²³ that contained specific goals that support the institutional goals. The purpose of the Facilities Master Plan for El Camino College is to provide a guide for future campus development. The plan provides a blueprint for the placement of future facilities, the renovation of existing facilities, and a number of site improvements for the college.

The planning process was a highly participatory one involving all college constituencies of the college. The facilities planners worked closely with the Facilities Steering Committee²⁴ comprised of key faculty, staff, administrators, and students. The committee reviewed the analysis of existing conditions, evaluated a series of development options, and made decisions that led to the development of the master plan recommendations.

The planning process included a series of Facilities Master Planning Committee meetings as well as presentations and discussions with the college and Board of Trustees to broaden the plan's perspective and to enhance the acceptance of proposed projects

The following project goals²⁵ were identified in 2002 by the Facilities Steering Committee at the beginning of the facilities master plan planning process:

1. Improve instructional facilities.
2. Cluster related instructional areas.
3. Address faculty office space needs.
4. Improve access to Student Services.
5. Develop a "One Stop Shop" for Student Services.
6. Replace older facilities in need of major renovation.
7. Incorporate green (sustainable) design elements into the campus.
8. Repair and replace for energy efficiency.

9. Create an ecologically sound environment.
10. Establish a “front door” to the campus.
11. Enhance campus landscaping.
12. Develop well defined drop-off areas.
13. Improve campus way-finding.
14. Rebalance parking; locate closer to destinations.
15. Repair and improve pedestrian pathways.
16. Develop exterior edges of the campus to create inviting entry points and views.
17. Create focal points on campus.

When considering the total cost of ownership as an evaluation tool for facilities and equipment purchases, the elements considered are initial cost, operating costs, and the time value of money. Operating costs include energy consumption, maintenance, and repair costs. Adjustments are made using the time value of money, meaning money received today is more valuable than if received in the future. Conversely, an expense incurred in five years is less than the same expense incurred in three years.

Self Evaluation

The college meets this standard.

Since the adoption of the 2002 Facilities Master Plan, the college has completed facilities projects that address the institutional goals. Examples include Science Complex Renovation, energy efficiency measures, equipment replacement needs, parking expansion, and aged infrastructure replacement. The college is currently completing the construction of a new Humanities Building and a library addition.²⁶

Planning Agenda

1. The 2002 Facilities Master Plan will continue to be modified to reflect changing district needs and priorities (IIIB.2.a).
- 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.***

Facilities Master Plan – This plan contains replacement or renovation measures for all facilities on the El Camino College campus.²⁷ The plan was developed using progressive assessments of the campus facilities.

Five-Year Capital Construction Plan - This plan expresses the district’s needs to the system office and serves as a mechanism for funding allocation. ECC’s plan²⁸ is a subset of the Facilities Master Plan containing those projects judged to have the highest likelihood of receiving state funding from the system office. Funding has been received for Humanities equipment, a Learning Resources Center addition, and renovation of the Social Sciences Building and the Business-Math Building.

Since the last accreditation, some major projects completed or in construction are:

1. Renovation of the Science Complex
2. Electrical Substation. A key upgrade in campus infrastructure and necessary for supporting the other new and renovated facilities on campus.
3. Replacement of the Humanities Complex
4. Central Plant
5. Infrastructure Replacement Phase 1
6. Installation of Modular buildings to provide space for programs displaced by construction projects:

El Camino's Scheduled Maintenance Plan ²⁹ is filed annually with the system office. This plan identifies needs that are contained in the Facilities Master Plan and seeks funding for them.

The college has secured state funding ³⁰ from the system office for roof replacements and infrastructure replacement.

In the May 2002 Accreditation Team Report for El Camino College, the following statement was made: "If the college is to continue to remodel and renovate existing facilities, they will have to seek alternative sources of funding" (page 21).³¹ A solution was to seek local funding through a publicly supported general obligation bond measure.

In anticipation of a bond measure, the college administered needs assessment surveys to all academic and non-academic divisions. These surveys provided the basis for projects which could be supported with bond money. In February 2002, the Facilities Steering Committee, a campus-wide committee consisting of administrators, classified employees, police officers, faculty, and students began working with facilities planners to develop the 2002 Facilities Master Plan,³² which has since undergone modifications. In November 2002, voters passed Measure E, the El Camino College Bond Measure. The Facilities Master Plan addresses the needs expressed by various divisions and more specifically, the needs expressed in the Educational and Technology Plans. The Facilities Master Plan projected a total cost of \$460,016,464 for various projects. The college anticipated that the general obligation bond would cover the bulk of the cost, and various state funding sources would cover the remainder.³³

A total of \$394,516,463 in bond money was approved by voters in 2002. El Camino College also received \$6,866,776 in refunding income from the bond in 2006, so the total budget for bond projects is currently \$401,383,239.³⁴

In February 20, 2007, the bond projects were grouped into the following categories with the following budgeted amounts.³⁵

Additional Classrooms and Modernization (ACM)	\$175,871,183
Campus Site Improvements (CSI)	\$ 20,413,973
Energy Efficiency Improvements (EEI)	\$ 3,033,653
Health and Safety Improvements (HIS)	\$138,808,747

Information Technology and Equipment (ITE)	\$ 55,567,921
Physical Education Facilities Improvements (PEFI)	\$ 1,707,049
Refunding Income	\$ 5,980,713

The remainder of the refunding income has been designated for equipment purchases for various campus divisions.

Self Evaluation

The college meets this standard. Due to numerous factors, construction costs have skyrocketed. For example, natural disasters such as Hurricane Katrina have led to greater demand for a limited supply of building materials. As another example, numerous school districts have voter-approved bond money, meaning that contractors can now demand premium rates. These factors and others have resulted in a tremendous increase in construction costs for El Camino College. Construction costs for the bond projects were estimated to be 55% higher in 2005–2006 than in 2003.³⁶

El Camino College is funding the various projects with Measure E and state monies. Taking these sources into account, the chart below shows the estimated funding shortfalls for the bond categories.³⁷

Additional Classrooms and Modernization	\$ 49,802,078
Campus Site Improvements	\$ 14,301,366
Energy Efficiency Improvements	\$ 0
Health and Safety Improvements	\$ 200,220,736
Information Technology and Equipment	\$ 9,213,938
Physical Education Facilities Improvements	\$ 2,251,319

The only additional source of income is \$3,000,000 in interest, which has not yet been allocated.

Overall, the estimated costs for the bond projects have increased from approximately \$460,000,000 to over \$700,000,000.³⁸

This dramatic funding shortfall is, at the moment, El Camino College's greatest concern regarding the Facilities Master Plan projects. This could result in ECC making more aggressive use of state bond funding complimented by a second general obligation bond to raise sufficient funding to complete the facilities Master Plan that was developed in 2002.

Planning Agenda

1. The college will assess how to secure the necessary funding to complete the 2002 Facilities Master Plan (IIIB.2.b).

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- ¹ ECC Space Inventory
 - ² Compton Space Inventory
 - ³ <http://www.elcamino.edu/administration/masterplan/cmplan.asp>
 - ⁴ Campus Standards Handbook - <https://portal.elcamino.edu/portal/main.html>
 - ⁵ FPS Org Chart
 - ⁶ FPS Program Review
 - ⁷ Capital Construction Plan
 - ⁸ 2007 User Satisfaction Survey
 - ⁹ Work Request Report
 - ¹⁰ Pre Construction Meeting Agenda
 - ¹¹ Division of the State Architects Project Reviews
 - ¹² Procedure 1003.11 - <https://portal.elcamino.edu/portal/main.html>
 - ¹³ ECC Video Display Handbook
 - ¹⁴ Disaster Preparedness Minutes
 - ¹⁵ El Camino College Emergency Evacuation Procedure - <http://www.elcamino.edu/police/HomeLandSec/index.asp>
 - ¹⁶ El Camino College Emergency Preparedness
 - ¹⁷ <http://www.elcamino.edu/police/>
 - ¹⁸ <http://www.elcamino.edu/administration/board/summary/8.21.06BoardSummary.pdf>
 - ¹⁹ 2002-2005 Crime Statistics - <http://www.elcamino.edu/police/SpecNotice/index.asp>
 - ²⁰ Science Complex Plans
 - ²¹ ADA Restroom Compliance Plans
 - ²² Safety training Records
 - ²³ June 2002 Board of Trustees Meeting Minutes - http://www.elcamino.edu/administration/board/minutes/06-24-02_minutes.pdf
 - ²⁴ 2002 Facilities Master Plan
 - ²⁵ 2002 Facilities Master Plan
 - ²⁶ Measure E Table of Project Budgets & Expenditures
 - ²⁷ Measure E Table of Project Budgets & Expenditures
 - ²⁸ Capital Construction Plan
 - ²⁹ Latest Scheduled Maintenance Plan
 - ³⁰ Funding Agreements
 - ³¹ May 2002, Evaluation Accreditation Report
 - ³² 2002 Facilities Master Plan
 - ³³ Financial Plan
 - ³⁴ http://www.elcamino.edu/administration/board/agendas/2-20-07_agenda.pdf
 - ³⁵ http://www.elcamino.edu/administration/board/agendas/2-20-07_agenda.pdf
 - ³⁶ http://www.elcamino.edu/cmte_minutes/minutes/1111/02262007101338.doc
 - ³⁷ http://www.elcamino.edu/cmte_minutes/minutes/1111/0312200711257.doc
 - ³⁸ http://www.elcamino.edu/cmte_minutes/minutes/1111/02262007101338.doc