

B. Physical Resources

1. 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

Hancock College is a single-college district with the main campus in Santa Maria, a smaller center in Lompoc, and satellite centers at Vandenberg Air Force Base and Santa Ynez. The College is committed to assuring safe and sufficient learning environments for all students, staff, and faculty regardless of location or mode of delivery. The integrity and quality of its programs and services are supported by designing and constructing facilities in compliance with California's Division of State Architect (DSA) requirements and the Americans with Disabilities Act (ADA). These same standards apply across all facilities owned and maintained by the College to ensure consistent services. Critical building safety features are incorporated into building operations through major renovations, special retrofit projects, or new construction and have been established as campus standards for occupant safety, security, and access.

District Board Policies (BPs) and Administrative Procedures (APs) also guide campus safety, security, access, and emergency preparedness (IIIB1-01, IIIB2-02, IIIB2-03).

The district has several avenues for reporting and receiving safety, security, or maintenance concerns to help assure access for all to a secure and healthy learning and working environment. The Hancock College Police Department (AHCPD) is headquartered on the Santa Maria campus and has personnel located at the Lompoc campus. When there is an emergency on campus, Facilities and AHCPD respond and contact either the Fire Department or Police agency, as needed. After hours, safety and security are provided through the local police department or sheriff. The College complies with state and local laws and regulations to guide instructional safety and maintenance. Any employee of Allan Hancock College at any site in the district may report a safety hazard by either calling the Facilities Department or using the Internet Software Science (ISS) work order system (IIIB1-04). Facilities staff regularly evaluate and address safety hazards while executing their job duties. Facilities leadership evaluate response time as a measure of effectiveness using the online work order system, status reports, and monitoring radio communications when responding to emergency safety calls.

Students, employees, and community members may also use the WeTip anonymous hotline. The hotline is a 24-hour, seven days a week multi-platform that allows students, staff, and community members to report incidences of theft, vandalism, bullying, and fraud anonymously. The tips are forwarded to the appropriate authorities for action (IIIB1-05).

The Public Safety Training Complex (PSTC) provides facilities and programs for more than 50 agencies to train and recertify public safety officers in multiple agencies across the central coast that serve our district. The complex also supports specialized training for several hundred new first responders through AHC's fire and law enforcement academies and our energy and agriculture industry partners.

Health Services provides students with health and safety benefits, such as acute illness assessment, first-aid treatment, vision and hearing screening, family planning services, acupuncture/massage services, tobacco cessation, and much more. Psychological counseling is also available, and students can see a counselor up to ten times a semester. Student Health Services provides wellness education and events to the campus, focusing on a health/wellness topic every month and presenting a wellness event in the Student Center. Community partners and other student services also participate in events, such as smoking cessation and hearing/vision screening. Student Health Services also supplies Student Accident Insurance for students who have paid the health fee to assist in paying for incurred medical costs in case of injury or accident during a school-sponsored class or activity. Student Health Services staff include registered nurses, physicians, nurse practitioners, MFT counselors, medical assistants, and office support staff (IIIB1-06).

The College's Safety Committee meets five times a year to review safety practices, receive safety/hazard reports, recommend safety-related professional development, and coordinate emergency response activities. The Safety Committee reports and makes recommendations to the Facilities Council (IIIB1-05). The College's Chief of Police and Director of Facilities serve as co-chairs of the Safety Committee.

The College has assessed and is annually updating its Injury and Illness Prevention Plan (IIPP) and has contracted out with a consultant to keep the plan up to date to ensure compliance with the ever-evolving Cal OSHA parts of an IIPP. The College is relaunching its safety training with "Got Safety" to provide vital ongoing employee onboarding and necessary training for individual employee job requirements (IIIB1-07).

Analysis and Evaluation

The College ensures that all facilities are safe and sufficient for students, staff, and administrators. The College regularly evaluates the effectiveness of campus physical resources through its Facilities Master Plan, Educational Master Plan, and Five-Year Construction Plan process. Evaluations and updates to campus safety occur through our shared governance processed with items identified on the agendas of the Facilities Council and Safety Committee. The College routinely conducts table-top disaster preparedness exercises and maintains its Emergency Operations Plan. Students, staff, and the community can report any potentially unsafe conditions using the WeTip anonymous tip line that routes the information to the appropriate campus personnel to create a secure, healthful learning and working environment.

2. The institution plans, 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

The College supports the integrity, quality, and commitment to its programs and services by planning, acquiring, building, and maintaining sufficient physical resources. To ensure the needs of programs and services are considered when planning new capital construction projects or remodeling existing buildings, the institution uses four processes: the Facilities Master Plan (IIIB2-01), input from the Facilities Council (IIIB2-02), program reviews and annual updates (IIIB2-03), and the participation of stakeholders in building design meetings (IIIB2-04).

The College engages in comprehensive facilities planning based on instructional and student support needs and determines the sufficiency of its classrooms, lecture halls, laboratories, and other facilities through various methods. The 2014-2024 Facilities Master Plan is guided by enrollment projections, future needs for facilities space, and available facilities space inventory to identify future facilities needs and evaluate sufficiency (IIIB2-01). The District's Space Inventory Report identifies the available District-owned or controlled facilities spaces (IIIB2-05). The Facilities Master Plan will be aligned with the objectives of the new Education Master Plan. In addition to the Educational and Facilities Master Plans, the Facilities Council evaluates the effectiveness of its facilities by reviewing the yearly Five-Year Construction Plan and Scheduled Maintenance Plans and facilities needs requests (IIIB2-06, IIIB2-07, IIIB2-08). General Fund and Scheduled Maintenance funds support and maintain up-to-date facilities.

The College effectively meets the identified facility needs by implementing capital construction projects identified in the 2014-2024 Facilities Master Plan. Much of the building at the College was funded by the \$180 million Bond Measure I, approved by voters in 2006. However, the College has also used alternative funding sources, such as funds from the Capital Projects Fund and various federal, state, and local resources to fund capital facilities projects. Since 2006, funding from Bond Measure I of \$180 million has helped Allan Hancock College (AHC) construct state-of-the-art buildings. Bond-funded capital construction projects include the Fine Arts Complex, Mathematics, Engineering, Science Achievement/ Science, Technology, Engineering and Mathematics (MESA STEM) Center for Academic Success, Pacific Conservatory of the Performing Arts (PCPA) Stagecraft Building, and the Student Health Center (IIIB2-09). New capital construction projects are designed and constructed to meet with Division of the State Architect (DSA) approval for fire, life, and safety compliance; structural integrity; and comply with the American Disabilities Act (ADA).

The College maintains its facilities to support programs and services and allow the College to achieve its mission. The Facilities Department maintains the educational facilities and supports other organizations through maintenance services. Maintenance services include custodial services including event setup/teardown and furniture/equipment moving; campus grounds keeping; student and staff transportation; mail service; shipping and receiving; and hazardous materials handling services for the Santa Maria campus, Santa Maria South Campus, Columbia Business Center, Lompoc Valley Center/Public Safety Training Complex, Solvang Center, and Vandenberg Space Force Base office. The Facilities Department endeavors to provide safe, well-maintained, and inviting facilities and grounds that create a positive learning and working environment for all that attend, work and visit the college campuses. The “completed work order report,” available from the online work order system, provides evidence that facilities undergo routine maintenance and repair (IIIB2-10). The completed scheduled maintenance projects review shows that the institution completes capital repair projects. The Facilities Department has completed many minor maintenance projects in the past two years to improve individual education programs, replace or repair aging infrastructure, and improve safety. The following are some of the completed projects:

- Building A & B Boiler Replacement
- Building D water line relocation
- Separation of the fire water loop
- LED light replacement for buildings A and B
- Repaving of parking lot 3
- Building G HVAC replacement
- CBC (Columbia Business Center) restroom renovation
- Building H roof replacement
- Parking lot 9 LED light replacement

To ensure that departmental needs determine equipment replacement, six-year program reviews and annual program review updates include facility and equipment requests. The equipment’s function, program need, age, efficiency, parts availability, and repairs cost are analyzed. When equipment is no longer needed, it is sent to surplus. If required, the repair cost is weighed against the cost of new and more efficient equipment.

The College has established a reserve to fund furniture, fixtures, and equipment requests. For items to be eligible for this funding, they must be specified in a program review or annual update or be identified in a project contained in the districts’ five-year construction plan (ergonomic equipment is the only exception to this rule). Requests from this reserve are vetted through the Facilities and Budget Councils (IIIB2-11).

The College ensures that programs and services identify equipment maintenance/repair needs by providing various online equipment repair request systems. The Information

Technology Services, Media Services, and Facilities departments each have an online work order system, so programs and service departments may report their equipment repair request. Surveys conducted during the development of program reviews for the Information Technology Services, Media Services, and Facilities provides evidence that the institution evaluates the effectiveness of facilities and equipment in meeting the needs of programs and services,

The Facilities Department provides maintenance and repair of all student transportation and staff vehicles. They also maintain and repair all equipment, such as mowers, tractors, trailers, forklifts, portable equipment, and specialty equipment. This organization is responsible for 78 vehicles, 30 mobile equipment items, and over 120 portable or specialty equipment pieces (IIIB2-12).

The Facilities Department oversees fueling stations at the south campus and Public Safety Complex that provide gasoline and diesel fuel for all operations. The College leases four Chevrolet Suburbans on three-year contracts for student transportation, ensuring that newer vehicles are always available to transport students safely. These vehicles have a maximum usage lease of 60,000 miles each for three years for safety. The College also utilizes a charter bus service for student transportation. College replacement guidelines on student transportation vehicles are limited to five years or 100,000 miles. Staff vehicle replacement policy is 15 years or 150,000 miles (IIIB2-13). If a vehicle needs total repairs exceeding 100% of purchase price or a single repair after warranty exceeds 50% of the purchase price, the vehicle will be replaced rather than repaired.

The Facilities Council is responsible for overseeing the development of the Facilities Master Plan and recommending capital projects to College Council. Additionally, the Facilities Council recommends board policy revisions related to physical spaces, such as parking.

Analysis and Evaluation

Physical resource planning includes the needs of educational programs and services integrated with institutional planning. The College's Educational Master Plan drives the College's Facilities Master Plan development. The overall purpose of the Facilities Master Plan is to align the College's priorities for student learning and success into plans for facility development. Stakeholders from both the Santa Maria campus and Lompoc Valley Centers were asked to provide input in developing the Facilities Master Plan.

The College has undertaken several building projects, facilities renovations, and infrastructure upgrades to improve working and learning environments for its students, faculty, and staff. The Facilities Council meets twice a month and provides input into facility planning and the construction process.

3. 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

The College is developing a new Facilities Master Plan (FMP) that guides long-term planning. The FMP is driven by the Educational Master Plan and is informed by faculty, staff, administration, and the community. The FMP compares facility needs, referenced in program reviews, with space inventory reports and enrollment forecasts to identify the need for future capital construction projects (IIIB3-01). The Facilities Council considers these projects, and they are listed in the District's Five-Year Construction Plan. The plan is used to communicate to the State Chancellor's Office, Facilities Planning Unit, the institution's priorities, and the need for capital construction funding.

All educational programs, student support services, and Allan Hancock College administrative departments develop a program review at least once every six years and submit annual updates per the current Program Review process (IIIB3-02). Program reviews include a section for identifying facilities, technology equipment, and non-technology equipment needs. The equipment needs identified in the annual program review updates are used in the instructional equipment prioritization process to support instructional equipment funding requests (IIIB3-03).

The College uses four methods to assess the use and effectiveness of its facilities: the Space Inventory Report; program reviews and annual updates; the planning process for the Facilities Master Plan, which is an integrated process; and the Facilities Department's online work order system. The College's facilities and operations staff conduct an annual inventory of the facility spaces and identify the utilization of these spaces. The College maintains this information on the California Community College Chancellor's Office online program, FUSION. Each year, the district submits a space inventory report that reflects any changes (IIIB2-05). The results of the space inventory report provide the Five-year Construction Plan the information necessary to calculate the institution's need for additional space using a capacity load ratio— $\text{Weekly Student Contact Hours/Cumulative Space Capacity} = \text{Capacity Load Ratio}$.

The Facilities Department regularly reviews and assesses that campus grounds, buildings, and workspaces are accessible and in safe working order. Regular evaluations are part of the Facilities Department Preventative Maintenance Program and are performed by maintenance, safety, and security teams. External regulatory agencies also inspect facilities and make recommendations (IIIB3-04).

The College developed its first Barrier Removal and Transition Plan (BRTP) in 2021 to improve accessibility to District programs, services, technology, and facilities (IIIB3-05). The BRTP follows Title I and Title II of the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973. The development of the BRTP

included self-evaluations, public outreach, and vetting through the district's shared governance process.

In the 2019-20 fiscal year, the district contracted with an independent consultant to assess physical accessibility barriers that should be removed or corrected. The assessment identified 8,136 items across the district's four campuses that need to be remediated. This evaluation was completed in 2022 and reported in DACtrak, a cloud-based software program that records and monitors the status of non-compliant items (IIIB3-06).

Work orders to replace or repair building deficiencies may be submitted to the Facilities Department using the Internet Software Sciences (ISS) online work order program (IIIB3-07). The information collected through the online work order system is used daily by Facilities staff to manage minor repairs and requests for service. The work order system also inventories repairs to various campus equipment, including HVAC mechanical units. The four approaches listed above combine to ensure regular assessment of facilities and physical spaces. Data on utilization and other factors are collected to ensure effective space usage and report facilities and construction needs.

Analysis and Evaluation

The College uses program reviews, annual updates, and other planning processes to support programs, utilize efficiency, and regularly evaluate its facilities and equipment. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the College plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

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

Evidence of Meeting the Standard

To ensure long-range capital plans meet District needs and continue to support institutional improvement goals, the College developed the 2014-2024 Facilities Master Plan (IIIB2-01). Implications for facilities in the Educational Master Plan 2020-2026 (IIIB4-01) informed the development of the 2022-2032 Facilities Master Plan recommendations (IIIB4-02). The institution plans for the total cost of ownership of new facilities and equipment through various planning processes. During the development of final project proposals, the cost associated with design, bidding, constructing, and equipping new facilities is identified; the Fine Arts Complex project is an example (IIIB4-03). The program planning process identifies staffing needed to support new facilities. (IIIB4-03).

The College addresses the Total Cost of Ownership of new facilities and equipment in two ways. New ongoing costs for new facilities are included in the budget development process, reviewed by Budget Council (IIIB4-04), and approved by the President's Cabinet. The College also has developed several plans that prioritize repairing and replacing infrastructure components using scheduled maintenance funds or other resources. Plans for the repaving of parking lots, replacement of heating, ventilation, and air conditioning (HVAC) units, replacement and repair of roofs, and the exterior painting of buildings have been reviewed and approved by the Facilities Council. These plans informed the repaving of parking lot number nine (9), the replacement of fifty (50) HVAC units on the Santa Maria campus (IIIB4-05), and the repair or replacement of roofs on Buildings M/300 and M/400, G and L on the Santa Maria Campus (IIIB4-06), and the exterior repainting of Buildings 1, 2, 3 & 4 at the Lompoc Valley Center (IIIB4-07).

College enrollment is not expected to return to pre-pandemic levels in the near term. Therefore, the primary focus of future capital improvement is through renovation or replacement of existing buildings and infrastructure rather than the construction of new facilities. The College has submitted a Final Project Proposal to the Chancellor's Office to modernize Building N (Gym). It is the number one priority in the College's Five-Year Construction Plan. The College has developed conceptual plans for the building's modernization but is awaiting to be prioritized for full funding.

The College is exhausting the last \$33 million in Measure I general obligation proceeds on the Fine Arts Complex, PCPA Stagecraft Building, Baseball/Softball Restrooms and Concession Stand, and other miscellaneous facilities. Based on these financial limitations, a new bond measure will be necessary to continue to construct, modernize, and repair facilities.

Analysis and Evaluation

Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment. The Educational Master Plan informed the development of the Facilities Master Plan. The College's Five-Year Construction Plan prioritizes the projects included in the Facilities Master Plan across a five-year planning horizon. The College considers the "total cost of ownership" when making decisions about facilities, technology, and equipment and how they are used to support institutional improvement.

Evidence List

IIIB1-01	BP/AP 3500 Campus Safety
IIIB1-02	BP/AP 3501 Campus Security and Access
IIIB1-03	BP/AP 3505 Emergency Response Plan
IIIB1-04	Facilities Online Workorder
IIIB1-05	WeTip
IIIB1-06	Student Health Services Website
IIIB1-07	Safety Committee Notes
IIIB1-08	Injury and Prevention Plan (IPP)
IIIB2-01	2014-2024 Facilities Master Plan
IIIB2-02	Facilities Council Agenda & Notes 2021-22
IIIB2-03	Annual Update RE: FA Complex
IIIB2-04	Construction Notes for MESA/STEM and Student Health Services
IIIB2-05	District Space Inventory Report
IIIB2-06	5-Year Construction Plan
IIIB2-07	Scheduled Maintenance Plan
IIIB2-08	Proposals to Facilities Council
IIIB2-09	Project Floor Plans, Renderings
IIIB2-10	Work Order Report
IIIB2-11	Budget Book 2021-22 pg 4
IIIB2-12	Keenan Vehicle Spreadsheet
IIIB2-13	Recommendation from Mechanic
IIIB3-01	Request for Proposals FMP
IIIB3-02	BP/AP3255 Program Review
IIIB3-03	Priority Equip Spreadsheet
IIIB3-04	SWACC Safety Inspections
IIIB3-05	Transitional Plan Executive Summary Final Report
IIIB3-06	Barrier Removal Tracking Sheet
IIIB3-07	ISS Online Facilities Work Order
IIIB4-01	Ed Master Plan 2020-2026
IIIB4-02	Facilities Master Plan 2022-2032
IIIB4-03	Final Project Proposal Fine Arts
IIIB4-04	Budget Council Agenda Notes 2021-22
IIIB4-05	SiteLogIQ HVAC Assessment
IIIB4-06	Garland Roof Assessment
IIIB4-07	Exterior Paint Priority