

STANDARD EIGHT

PHYSICAL RESOURCES

Introduction

In the early 1990s, the College placed an emphasis on improving the physical resources of the campus and outlying sites. As part of Strategic Initiative Seven, the College made the commitment to work toward more effective use of available space and equipment, while at the same time work toward acquisition of new facilities to support the educational goals of the institution.

The College has made significant strides in improving the physical resources. Recent completion of the Instructional Technology Center (ITC) was accompanied by improvements in facilities across campus. Additional equipment purchased as part of the ITC project has enhanced the technology available to students. Improvements have also been made in the physical appearance of the campus, which enhances the experience students have while attending the College.

As College facilities continue to show the effects of deferred maintenance, continued effort must be applied to effectively manage and schedule the upkeep of the infra structure and equipment. Further integration of facilities and equipment planning with instructional program planning needs to take place, and will take place as part of the 2000-2003 Strategic Planning process.

Sites and Facilities

The College operates facilities at five principal locations. The central site is in north Everett. Two instructional delivery sites are in south Everett. Two sites are located to the north of Everett; one is on the Tulalip Reservation and the other is in Marysville. Campus and educational site maps are displayed in Appendix A and in Exhibit 8.1.

The College first occupied the central site in 1958. It is an arrangement of three noncontiguous parcels. The core campus is located at 2000 Tower Street. The Early Learning Center and parking facilities are located on Waverly Street, one block east of the core site. The Fitness Center and athletic fields are located on Thirteenth Street, three blocks south of the core site. Including property acquired in 1997 for the Instructional Technology Center, the College owns a total of 37.8 acres in north Everett.

The Applied Technology Training Center (ATTC) and the College's aviation program are situated in south Everett. The ATTC is located at 2333 Seaway Boulevard near many of the manufacturing and business entities it serves. The aviation program is sited on leased property at Paine Field, the Snohomish County airport.

The cosmetology program is located in a leased facility at 9315 State Street in Marysville, 6.4 miles north of the central campus. A leased educational site, located on the Tulalip Reservation, 5 miles from the central campus, is utilized to deliver programming targeted to tribal members.

A summary of the College's property is shown in Figure 8.1.

Site	Buildings	Gross Sq. Ft.	Parking Spaces	Acres
Everett				
Tower (Main Campus)	17	330,486	1087	21.8
Waverly (ELC)	1	10,392	299	3
Thirteenth (Gym)	2	36,642	124	10
Seaway (ATTC)	1	26,600	128	5
Paine Field (Aviation)	3	43,600	90	5
Marysville (Cosmetology)	1	9,040	75	N/A
Tulalip Reservation	1	2,464	N/A	N/A

The College operates its programs within 24 owned and two leased structures. An inventory of those facilities is provided in Figure 8.2. Predominately, those structures were constructed at the time the College relocated to north Everett, or soon thereafter. The graph in Appendix B shows development over time, as measured in gross square footage, of the current campus building inventory. The Parks Building was constructed in 1988 to replace the student union and library building which was lost to an arson fire.

Figure 8.2 -- Facilities Inventory		
Name	Year	Gross
Owned:		
Fitness Center	1958	36,642
Glacier Hall	1958	11,256
Maintenance	1958	6,651
Monte Cristo Hall	1958	24,572
Olympus Hall	1958	23,612
Pilchuck Hall	1958	16,585
Baker Hall	1961	23,710
Index East	1968	17,436
Index West	1968	19,541
Jackson Center	1968	12,971
Nippon Business Institute	1969	4,667
Rainier Hall	1972	34,719
Index North	1976	4,690
Index South	1976	7,171
Greenhouse	1978	1,660
Grounds Shop	1978	860
Aviation Hangar	1985	31,200
Aviation Classroom Building	1985	10,000
Aviation Paint Shop	1985	2,400
Applied Technology Training Center	1987	26,600
Parks Building	1988	79,385
Early Learning Center	1990	10,392
		447,720
Leased:		
Cosmetology	1995	9,040
Tulalip Education Center		2,464
		11,504

The Early Learning Center was constructed at its present site in 1990 to house the early childhood program and daycare center, which had been previously located in a small residential structure on campus (now the Nippon Business Institute). The ATTC was transferred to the College from Edmonds Community College in July 1996.

The Instructional Technology Center (ITC) was completed in December 1998 and first used for the 1999 winter quarter. It was built on 21 residential parcels acquired in 1997 to expand the campus eastward.

The ITC project also involved the expansion of on-site parking by approximately 240 spaces. The vehicle access point to the core campus was shifted to the south to improve pedestrian safety and traffic circulation. Substantial improvements to the core campus (pedestrian walkways, landscaping, signage, exterior lighting, emergency telephones) were gained from the ITC project.

An underground utility tunnel provides service to most buildings on the core site from a central boiler plant. The tunnel provides the means to connect buildings with communications for telephone and a fiber optics computer network. The fiber network was installed in 1996 (see Exhibit 8.10).

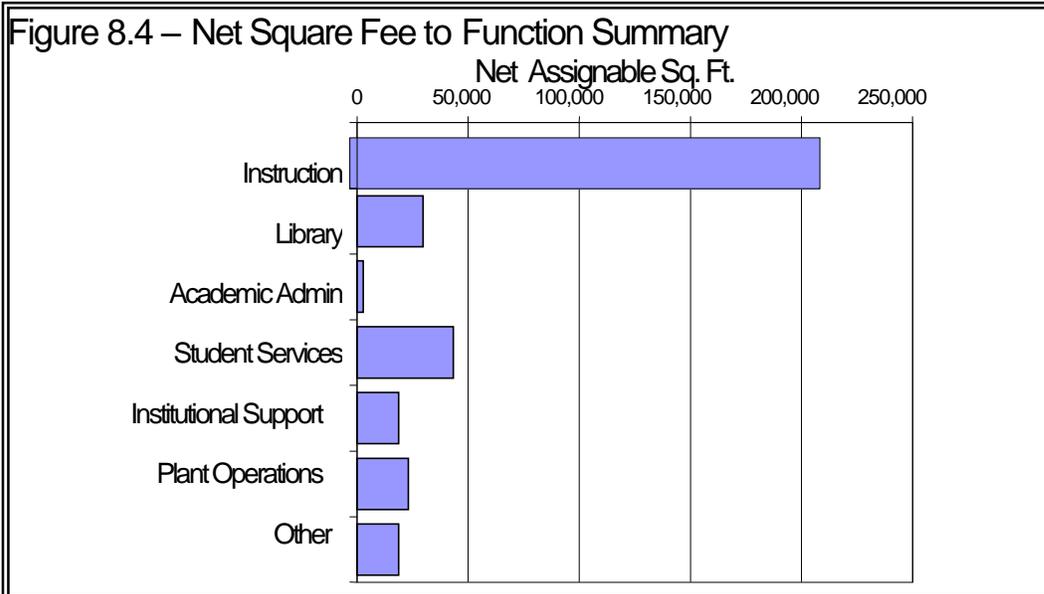
The core campus is linked to the state community college system through two T1 lines. Those lines are a part of the state's network for linking its K-20 educational sites. The ATTC is connected to the central campus by a third T1 line. The cosmetology and aviation programs are linked to the campus by an asynchronous connection into a remote e-mail server. The Fitness Center and Early Learning Center is linked to the core campus computer network by 2 paired wireless transmitters/receivers. These links were installed 1999.

Assignments to Function

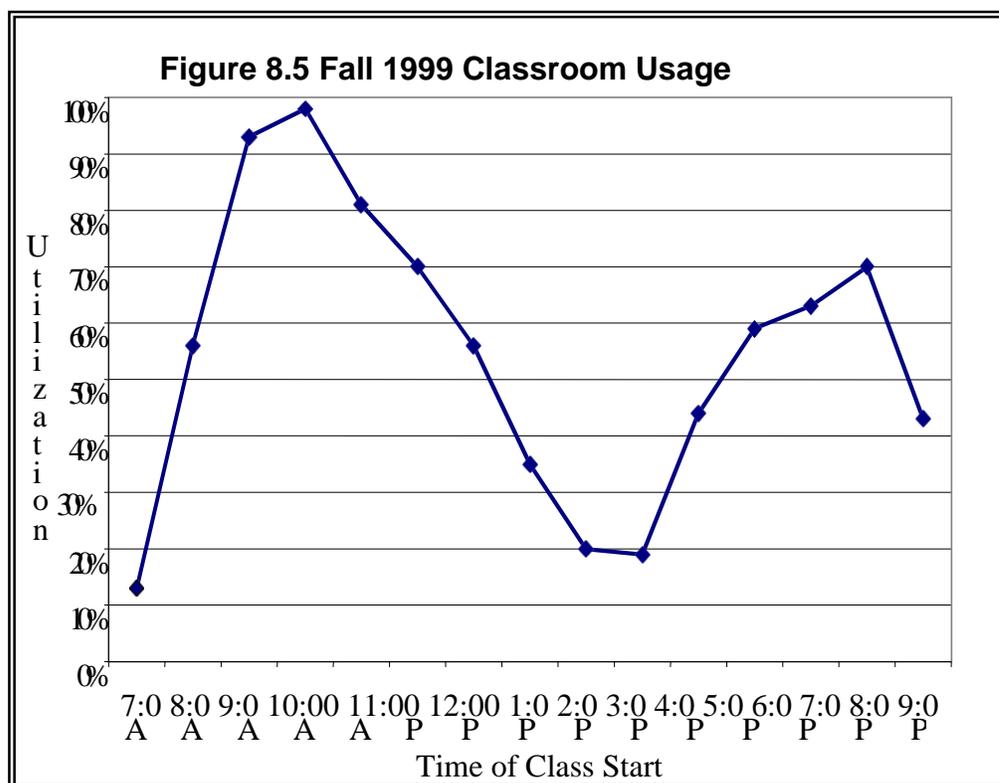
The assignment of space to function is displayed in Figure 8.3.

Figure 8.3 Assignment of Space to Function			
Code	Description (NACUBO Use Designations)	Net Sq. Ft.	%
10	General Instruction	27,157	7.82%
11	Academic Instruction	93,779	27.00%
12	Occupational / Vocational Instruction	77,463	22.30%
13	Community Education	650	0.19%
14	Preparatory / Adult Basic Education	12,477	3.59%
41	Libraries	22,502	6.48%
42	Museums and Galleries	1,091	0.31%
43	Audio Visual Services	6,054	1.74%
46	Academic Administration	2,736	0.79%
51	Student Services	810	0.23%
52	Social and Cultural Development	4,051	1.17%
53	Counseling and Career Guidance	1,630	0.47%
54	Financial Aid	3,083	0.89%
55	Student Support	31,191	8.98%
61	Executive Management	3,903	1.12%
62	Fiscal Operations	1,602	0.46%
63	General Administration	2,480	0.71%
64	Logistical Services	1,248	0.36%
65	Physical Plant Operations	22,960	6.61%
66	Faculty and Staff Services	9,092	2.62%
67	Community Relations	360	0.10%
68	Student Recruitment, Admission and Records	2,336	0.67%
72	Outside Agencies	16,416	4.73%
81	Capable of Use	561	0.16%
90	Incapable of Use	1,703	0.49%
	Total Net Assignable Square Feet	347,335	100.00%

A summary of the assignment of total net square feet to function is shown in Figure 8.4.



Classroom and lab spaces are most heavily utilized in the early periods of the day. Evening use patterns are also heavy. Afternoon and weekend use is less intense. Exhibit 8.7 includes a table showing fall 1999 classroom utilization for each building. Figure 8.5 summarizes that data.



In general, classrooms and labs are well furnished and equipped. Exhibit 8.7 provides a description of each classroom and lab and its complement of furnishings and equipment. Presentation equipment is available in virtually all classrooms and labs. Many of them have new computerized "teacher stations."

Offices are outfitted with desk, chairs and filing/shelving units as needed. Each office is equipped with telephone and voice mail. Part-time faculty share office facilities.

The library has sufficient stacks and display/storage units to accommodate its collection. Furnishings for study activities in the library by students are limited; additional tables and seating is available in the multi-purpose room on the second floor. Furnishings for circulation are adequate.

Lounge furniture was acquired in Fall 1999 to improve common spaces in buildings throughout campus for student use.

Management of Facilities

The Director of the Physical Plant directs the physical plant operations with the assistance of an office staff of two persons. The office oversees the following functions: telephone service and switchboard operations, utilities, motor pool, grounds, custodial services, maintenance, and capital project administration.

Custodial services are provided by a staff of 14 full-time employees under the direction of the Director of the Physical Plant. The program of daily and periodic routines in use is adequate to keep the facilities clean and in good condition.

A staff of seven maintenance trades employees performs a program of preventative maintenance to keep the facilities in good repair and in operating condition. These employees represent the mechanical, plumbing, electrical and carpentry trades, and are involved in remodeling and improvement projects.

The full-time physical plant staff also includes a warehouse person, a utility worker and a lead grounds person. Seasonal workers are also employed to assist with projects and grounds care.

The Director of Campus Safety and Security oversees safety, security, parking facility operations and transportation services. Full-time employees include two security guards and two office staff. Part-time employees are also employed for office and guard functions.

Planned capital improvements, remodeling, and renovation are displayed in Exhibit 8.5. These projects have been authorized or funded by the state system for the 1999- 2001 biennium. A projected schedule of minor projects is also included, pending revision by the master planning process now in progress.

The Fitness Center project includes a borrowing of \$1.5 million from the State Treasurer. However, early cost estimates provided by the project architect indicate that the project is significantly underfunded. The feasibility of the project is currently being evaluated.

Plans for major maintenance are shown in Exhibit 8.5.

The State Board for Community and Technical College (SBCTC) surveys the facilities of each of its colleges on a biennial basis. The survey data is used by the

SBCTC to formulate a request for repairs from the legislature. The findings from the Fall 1999 survey for the College are summarized in Exhibit 8.8.

Health & Safety

Facilities of the College are constructed to meet life safety codes and accessibility by the mobility impaired. Mechanical systems are serviced to maintain operational efficiency.

Access to the site has been significantly improved in the last few years. Access to each building is facilitated by elevators and by power-assisted door openers. The Instructional Technology Center project included extensive site work to the core campus, including curb cuts to allow access to sidewalks in numerous locations.

The Americans with Disabilities Act (ADA) Committee and the Health and Safety Committee are standing College committees. Both committees meet regularly. Rosters of current membership on those committees are given in Exhibit 6.11.

The College policy statement for access to programs and facilities is shown in Exhibit 8.2.

Safety and security of the campus is monitored by the Director of Campus Safety and Security. All incidents and accidents are investigated. If appropriate to the circumstances, the Director recommends corrections to remove causes of accidents and to prevent recurrence.

Off-site Facilities

The cosmetology program is located in a leased space at 9315 State Street, Marysville. The facility includes significant leasehold improvements made specifically for the program. The improvements include spaces for a salon, stock dispensary, classrooms and a manicure lab. The program was relocated to Marysville in February 1996 because the previous location in Everett was too small.

The aviation program is located at Paine Field on property that is leased from the county. Three buildings, owned and maintained by the College, house the aviation program. The leased property is adjacent to the airport ramp and taxiways. The location of the program is well situated with respect to regional aviation businesses and facilities.

The Tulalip Education Center is leased from the Tulalip Tribes for use of a classroom facility. The facility is composed of two classrooms and one instructor office. The Center is located on the Tulalip Reservation near the tribal headquarters.

The Applied Training Technology Center (ATTC) is a College facility located in south Everett. That location is near the businesses and industries served by the instructional programs operated at that facility. The electronics program of Edmonds Community College is also located at the ATTC. The classrooms and labs at the ATTC are appropriate to the instructional activities for the target markets.

Major Accomplishments and Future Directions

The addition of the ITC has given the College a base for future facilities expansion/replacement. The state-of-the-art facility has provided a much-needed boost in the area of facilities.

The off-site locations are well positioned with respect to the target markets. Those facilities are in good condition. Cosmetology facilities are markedly improved from five years ago, and are under a long-term lease. ATTC and Paine Field are well suited to reach their target populations, and operate in modern, well-kept facilities.

Intensity of classroom use occurs in the early morning and evenings. Availability of space will limit expansion of enrollments during those popular times. The college has done a good job of studying these patterns in order to make the best use of facilities, including creative scheduling, mixed use of resources and facilities, and steps toward streamlining scheduling of facilities. These efforts need to progress further in the future. The communications infrastructure on the central campus site is an asset. It allows networked communications throughout the site. Additionally, the College did an admirable job of solving connectivity problems to outlying sites, including the Fitness Center, Early Learning Center, ATTC, Cosmetology, and Paine Field. The use of technology beyond fiber optic lines has allowed off-site locations to become connected to the main campus. Improvements in access to shared drives at all off-site locations should become a priority in the future.

Furnishings

Generally, furnishings are adequate to conduct the operations of the College. The recent ITC project has provided for the acquisition of new furnishings for many of the classrooms and labs. However, a cyclic and systematic replacement of campus furnishings is not in place. Consequently, furnishings in the older classroom buildings need to be upgraded, as do the furnishings in many of the offices.

Maintenance

Staffing and care programs are generally adequate to maintain the College's facilities. Preventive maintenance is practiced with building systems (e.g. elevators, mechanical devices).

Renovation, remodeling and major repairs are dependent upon funding. Comprehensive master planning has not been practiced. Consequently, strategies for facilities development and improvement have not been formulated for the long-term.

Cyclic upgrades for interior finishes (carpet, painting, etc.) are not organized or scheduled.

Health and Safety

Alarms and fire suppression equipment are regularly inspected and serviced. Campus facilities are accessible to the mobility impaired. Smoking on campus is restricted to specified zones, but because they are not sheltered from the weather, smokers often seek shelter near building entrances and in other areas where other persons are exposed to transient smoke.

Because many of the College's structures are relatively old, they need seismic retrofitting.

Major Accomplishments and Future Directions

A comprehensive building assessment survey was introduced in 1999 on a trial basis. That survey will be used to identify and schedule major maintenance and capital improvements. This is more comprehensive than the biannual SBCTC

survey, and thus includes items that are not covered in the system survey. Cyclic replacement of interior finishes could be scheduled based upon the use of this survey.

Two full-time positions were added to plant staff during 1999 and reorganization was made to improve the office and maintenance trade functions. The performance objectives for those changes need to be monitored.

Equipment

Suitability and Availability

The College's instructional computing equipment has been routinely upgraded as an institutional priority. Classrooms and labs are outfitted with current technologies, both in hardware and software. The recent ITC construction project included funds to furnish and equip all the classrooms and labs in that new structure. The state system has provided funds for expansion of computing equipment; however, those funds have not been provided on a routine basis.

As a rule, administrative computing equipment is not as current as the instructional equipment. Many of the desktop computers have been passed down from classroom or lab use. The administrative transactional systems are operated on an Hewlett Packard 3000 platform that will need to be upgraded soon. The state system has been attempting to redefine the system-wide software applications but has not made substantial progress. To some extent, the nature and configuration of the replacement for the HP 3000 will depend upon the deliberations of the system yet to be determined.

Apparatus for scientific and vocational programs are current. Again, these have been maintained as an instructional budget priority. Some science equipment was acquired as an action related to the ITC construction project.

Maintenance and Care

Equipment repairs are made at departmental expense. Renewal of instructional equipment is arranged through the instructional budget process. Issues of renewal or replacement are raised through the program review process.

A schedule for replacement of equipment is not maintained at the institutional level. A system for extending the usefulness of computing devices has been arranged; as classroom and lab computers are replaced, they are recycled to offices throughout the campus.

Inventory records are maintained for all equipment that has an acquisition cost of \$5,000 and above. Certain property is defined to be "small and attractive," meaning that they are susceptible to theft; those items are included in the formal inventory records even though the acquisition cost is below the \$5,000 threshold. An example of the sample inventory for a department and for an individual item of property and the policy for small and attractive assets are included in Exhibit 8.3.

Hazardous Materials

Hazardous materials on College property are limited. Employees handling hazardous materials have been oriented to the use of those substances in accordance with instructions provided by the manufacturer. Material safety data sheets (MSDS) are the basis for the orientation.

Hazardous materials are stored in suitable containers and in secured areas. Those locations are properly labeled. College security personnel know storage locations and their contents. Each department that deals with hazardous waste is responsible for handling and disposal under the oversight of the Director of Campus Safety and Security.

An accumulation of hazardous materials was disposed of in 1997 and 1998. Now, as a matter of routine, materials are the subject of proper and regular disposal. The Director of Campus Safety and Disposal oversees the College's handling, storage and disposal of hazardous materials.

Major Accomplishments and Future Directions

Renewal and replacement of equipment is of extreme importance, particularly as it relates to keeping instructional programs current with the latest technologies. The present state of the College's equipment is somewhat fortuitous because of the recent construction project and because of the infusion of state money into computing infrastructure and equipment. The College's need to keep equipment current is identified as a budget priority. The College has done well to keep current and to maintain an accurate data base of existing computer resources. This allows for efficient "pass-down" of older equipment as new equipment becomes available.

Handling and disposal of hazardous materials are satisfactory. Procedures for response to spills are being incorporated into a campus-wide emergency response plan that is being drafted at present. State activities related to future administrative computing systems should be carefully monitored and preparations for equipment replacement and employee training should be made accordingly.

Physical Resource Planning

The Instructional Technology Center project that was completed in December 1998 was the result of the most recent master plan. That plan, which had its origins in the 1980s, provided for the ITC structure, removed all portable classrooms, increased on-site parking, improved the safety of pedestrian walkways and improved vehicular access to campus. Maps showing the improvements are given in Exhibit 8.1. The campus was enlarged to the east through the purchase of adjacent residential property. The improvements and solutions to vexing site problems that were featured in the master plan lead to receipt of state funding, zoning approvals by the city and public acceptance of the project.

The ITC plan was oriented to many problems that were to be addressed through a single capital project. The objectives of that plan have been realized. A more conventional master planning effort is needed to determine the future capital developments to and for the campus.

A long-term master planning action was begun in the fall of 1999. The firm of BJSS Duarte Bryant of Seattle was engaged in October 1999 to facilitate the planning process. The project is to result in a 15- to 20-year facility development plan so that the physical resources of the College will support its mission and program goals. The planning effort is expected to guide the College's capital request for the 2001-2003 biennium.

The master plan that is in progress will identify the staging of future facilities and site development for the College. It will identify a series of capital projects and will stipulate the program objectives, scope, timing and funding source of each project.

The Board of Trustees was involved in previous master plan development. The Board has been apprised of the initiation of the current planning process. Following the data collection phase, when alternative scenarios for College development are being evaluated, the board will be engaged in that discussion, and will be instrumental in the selection of the chosen course. The Board will formally adopt the master plan.

For major construction projects, the occupants of the structure which is being developed are represented by a "users' committee." That group interacts with the designer in the schematic and design development phases of the project. They are also involved in selecting finishes and furnishings for the project.

Major Accomplishments and Future Directions

The recent ITC project addressed many campus physical needs. The project resulted in the modification of the city's master plan for future campus expansion and resulted in new zoning ordinances and mitigation of adverse effects the College places upon neighboring interests. Many long-standing site issues were considered and incorporated into the design solutions of the ITC project, including the elimination of portable classrooms and the addition of more parking spaces for staff and students.

Master planning has not been routinely conducted. Facility development planning has been oriented to the short-term. An overall and comprehensive plan to guide the physical development of the campus is not in place. However, a long-term master planning project was initiated in Fall 1999, which represents a significant accomplishment for the College.

The Board of Trustees is involved in the planning, design and approval of major projects. The Board has been involved in past master planning efforts, and provided the leadership to ensure that the College worked well with the neighborhood and the City of Everett to minimize the impact of the ITC project. The master planning that is underway needs to identify the long-range physical requirements of the College and to provide an incremental development plan leading to the satisfaction of those needs.

Standard Eight List

of Appendices

Appendix A -- Campus Maps

Directions to Campus

Main Campus Map

Applied Technology Training Center

School of Cosmetology

Tulalip Education Center

Early Learning Center

Aviation Maintenance Technical School (Paine Field)

Fitness and Sports Center

Appendix B -- Campus Development Over Time

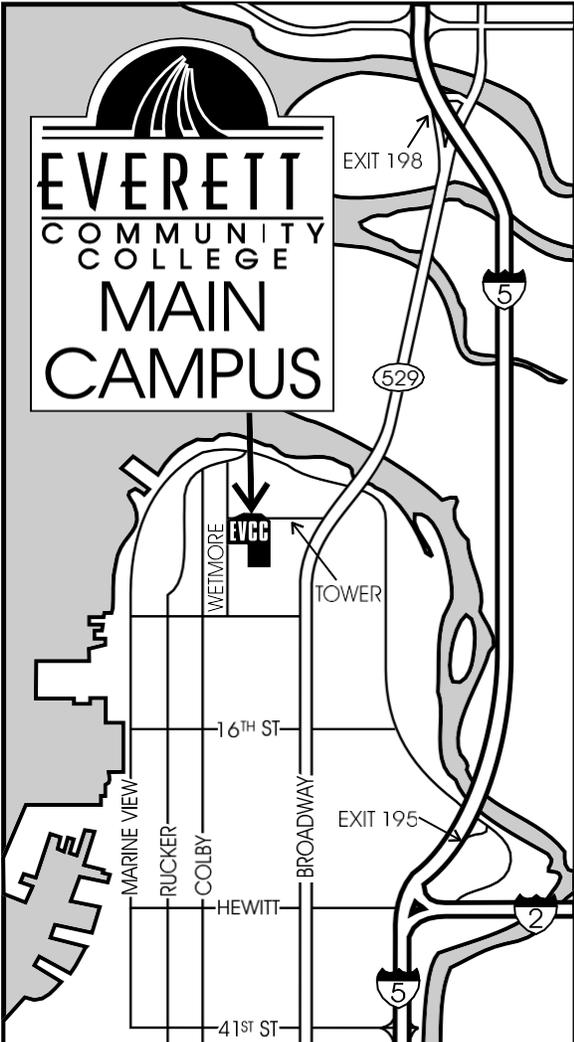
Appendix C -- Recommendations and Actions Taken

Standard Eight – Materials Available in the Exhibit Room

- 8.1 Campus Maps
- 8.2 Policy statements concerning access to campus for various constituencies, visitor information, security, and public safety.
- 8.3 Schedule for replacement of instructional equipment and examples of inventories which are maintained.
 - 8.3.A. Small and Attractive Policy
 - 8.3.B. Sample Inventory - Department
 - 8.3.C. Sample Inventory - Individual Item
- 8.4 Campus facilities master plan and accompanying maps that indicate changes over the past several years.
- 8.5 Annual and long-term plans for remodeling, renovation, and major maintenance.
 - 8.5.A. Fitness and Sports Center
 - 8.5.B. Enrollment, Support Services, and Advising Center plan
- 8.6 Major property additions or capital improvements during the past three years and those planned for the next three years.
- 8.7 Space utilization studies including unit-by-unit assignments.
- 8.8 Measures utilized to determine the adequacy of facilities for the institution's programs and services, including SBCTC Facilities Survey.
- 8.9 Emergency Response Plan
- 8.10. Fiber Optic Network Information

Appendix A -- Campus Maps

Directions to Campus



The map shows the main campus of Everett Community College. A large box in the upper left contains the college's logo and the text "EVERETT COMMUNITY COLLEGE MAIN CAMPUS". The map includes Interstate 5 (I-5) running north-south, with Exit 198 to the north and Exit 195 to the south. Highway 529 runs east-west. Local streets shown include Marine View Drive, Rucker, Colby, Broadway, Tower Street, 16th Street, Hewitt, and 4th Street. The campus entrance is marked with a black square and labeled "EVCC".

DIRECTIONS TO THE CAMPUS

FROM INTERSTATE 5 NORTHBOUND, take Exit 195 and turn left onto E. Marine View Drive. Go one half mile to 16th Street and turn left. Follow 16th Street to Broadway. Turn right onto Broadway and continue to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance and campus parking on your right.

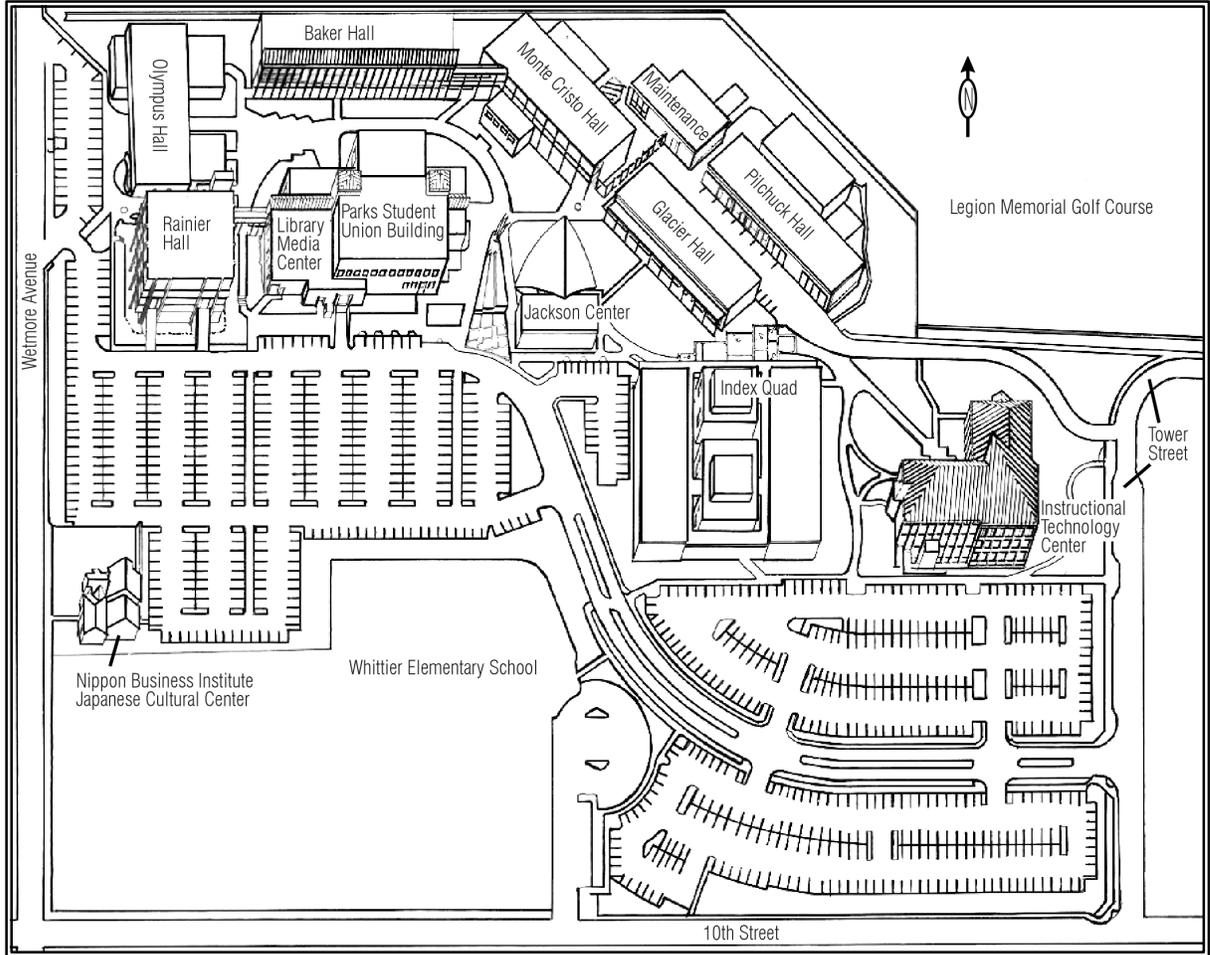
FROM INTERSTATE 5 SOUTHBOUND, take Exit 198 and follow the highway south into Everett to Tower Street and turn right. Follow Tower Street two blocks and turn left to the main college entrance and campus parking on your right.

FROM DOWNTOWN EVERETT, take Broadway north to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance and campus parking on your right.



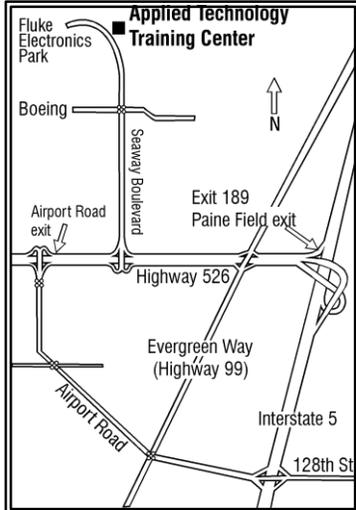
Appendix A - Campus Map

Main Campus Map

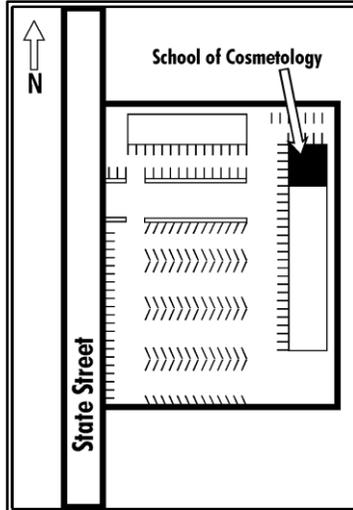


Appendix A – Campus Maps

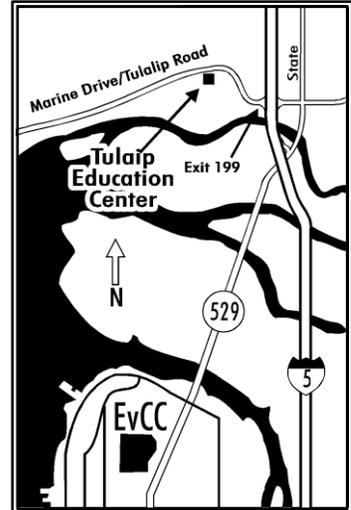
Off Campus Sites



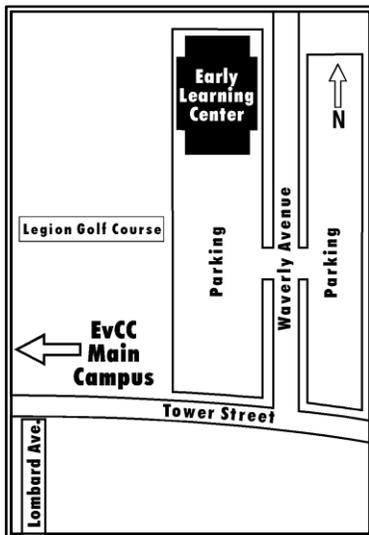
Applied Technology Training Center



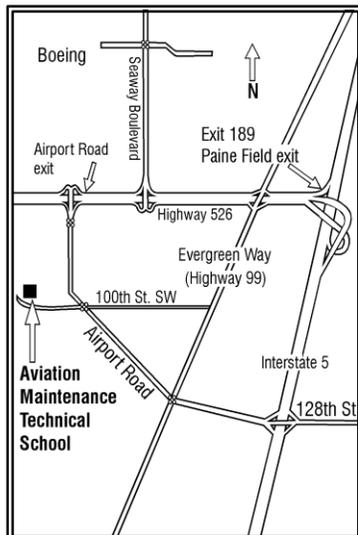
School of Cosmetology



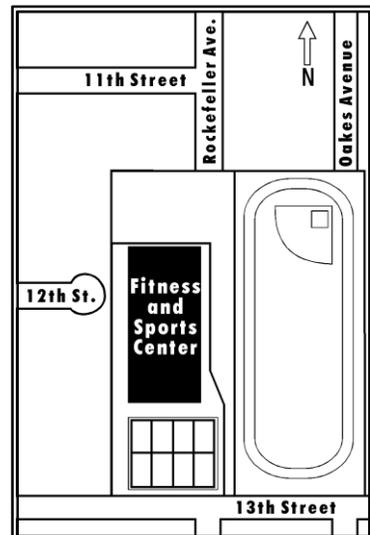
Tulalip Education Center



Early Learning Center

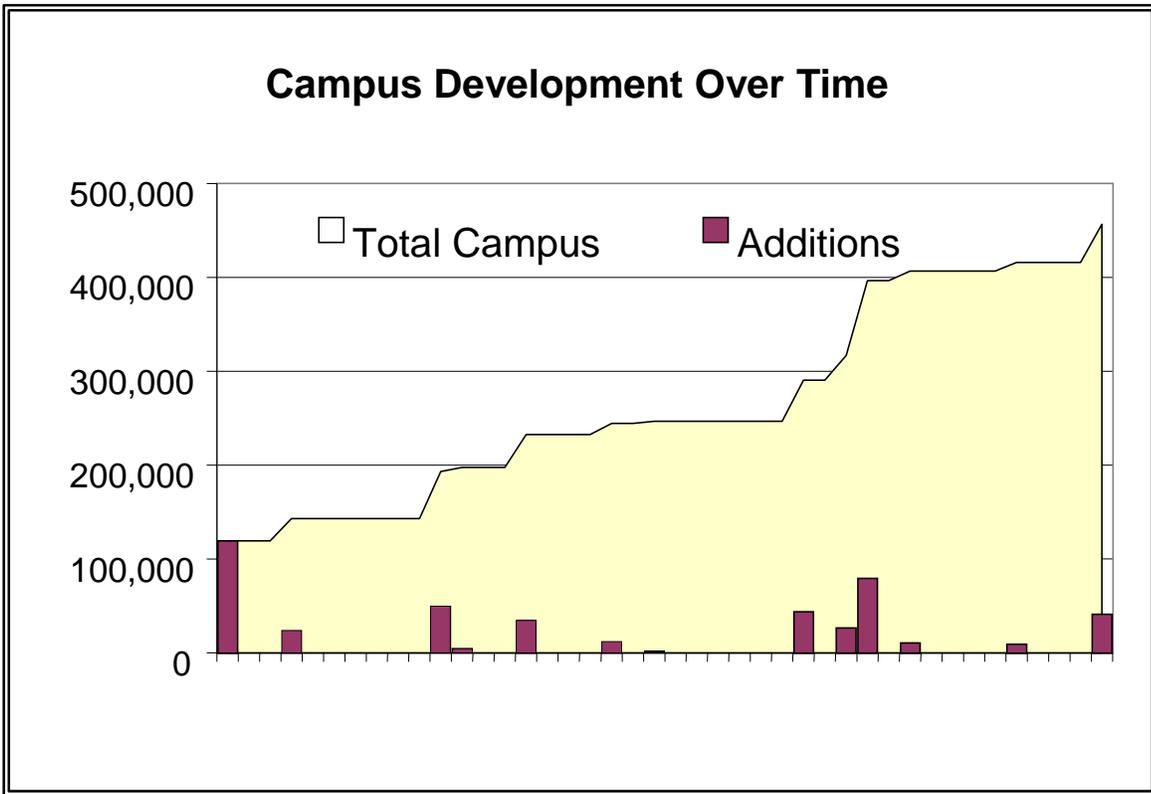


Aviation Maintenance Technical School



Fitness and Sports Center

Appendix B



Appendix C

Recommendations and Actions Taken

Recommendations	Actions Taken
<p>The sites from which the College operates are located in the extreme western part of its service district. The College should consider additional locations within the county, given the population growth in those areas, the congestion in the immediate vicinity of the central site, and the traffic and parking problems there.</p>	<p>The master planning that is in progress is considering the issues of site constrictions at the core campus location and is also considering the placement of sites throughout the service district.</p>
<p>The library is located in the lower floor of the Parks Building. Internal access to the library is via a narrow flight of stairs and by elevator. Exterior access is from the west side of the building. Study space within the library is limited, causing students to study in other places (e.g. the multi-purpose room on the second floor). Spaces and functions in the library are not well arranged. Structural features of the building inhibit growth and expansion of the library.</p>	<p>The physical issues of the library are included in the matters to be addressed in the master planning in progress.</p>
<p>The student services functions are primarily housed in the Jackson Center and in the Parks Building. The testing center is located in the lower floor of Rainier Hall. Although those structures are adjacent, it would be beneficial to have all student service functions consolidated in a contiguous area. For the most part, these activities have outgrown the assigned spaces. Design and layout of the spaces does not relate to current use patterns</p>	<p>The master plan is expected to provide a plan for improving adjacencies for like functions and to provide improved layouts and assignments of space.</p>

Recommendations	Actions Taken
<p>The Fitness Center is in serious need of substantial rehabilitation, including the athletic fields. Interior spaces need to be improved to meet the needs of current and projected program activity. The planned expansion of intercollegiate sports will place additional pressure upon the athletic fields and the Fitness Center facility.</p>	<p>A special legislative authorization has been arranged for debt financing of a renovation for the Fitness Center. However, that level of financing is now considered insufficient. Deliberations are in progress regarding the best way to address the Fitness Center issues.</p>
<p>Pilchuck Hall is in poor condition and should be replaced. The older buildings need to be refurbished to bring them to present day standard.</p>	<p>The master plan will include provisions for relocating programs currently in Pilchuck so that razing or significant improvement to that building can occur. Also, the master plan is expected to feature funding strategies and a series of projects that bring the older buildings to current standards.</p>
<p>A system for identifying and scheduling equipment replacement should be adopted and linked to budgeting.</p>	<p>The replacement of equipment, especially those of advanced technology, has been identified as one of the priorities for financial planning.</p>
<p>Although smoke-free policy within campus structures is effective there are incidences when transient smoke has been a problem. More effective means to limit the harmful effects of transient smoke need to be employed.</p>	<p>The Health and Safety Committee is working this issue and is formulating a recommendation for improving the situation.</p>
<p>Signage throughout the various campus buildings and sites needs to be improved and brought to the standard for the visually impaired. The updated building and wayfaring signage that is nearing the bidding stage needs to be installed as soon as practical.</p>	<p>Exterior building signage and outdoor signage to direct pedestrian movement on campus has been designed and should be installed soon. The master plan will include provisions for adopting a standard of interior signage to be used throughout the college; it is expected to be similar to the signage used in the Instructional Technology Center.</p>
<p>Funds for some repairs and minor facility improvements have not been budgeted in either department or in plant operations. An allowance or arrangement should be made to provide for those items in the ordinary course.</p>	<p>In the preparation of the 2000-2001 operating budget, arrangements will be made to allocate funds for minor work order items.</p>

Recommendations	Actions Taken
<p>Most items of equipment are not included in inventory records. Incidence of loss of equipment to theft is low. However, control of access to property should be improved, because issuance of keys to employees has not been carefully controlled. Physical inventories should be taken more frequently.</p>	<p>Responsibility for conducting routine physical inventories is being reassigned to the Security Department. Also, considerations are in progress for alternative means to secure spaces (e.g. card access).</p>
<p>Although the College committee structure includes a standing facilities committee, it has rarely met.</p>	<p>Once the master plan has been adopted and can serve as the backdrop for facilities development activities, the facilities committee should be used as the means to involve College personnel in facilities issues.</p>
<p>The facilities master plan, when implemented, needs to be routinely and regularly updated in support of the institution's strategic program planning.</p>	<p>The facilities master plan is a corollary to the institution's strategic program plan. So, as the strategic plan evolves, the master plan should be altered, refined or extended in support of the strategic plan. Once adopted, the facilities master plan will be incorporated into the dynamics of the strategic planning process.</p>