

### **District Recommendation 3**

**In order to meet the Standard, the team recommends that District General Services (DGS) work with college personnel to implement a plan to address total cost of ownership for new facilities and equipment, including undertaking critical deferred maintenance and preventive maintenance needs at the Colleges in order to assure safe and sufficient physical resources for students, faculty and staff (III.B.1, III.B.1.a, III.B.2.a).**

#### **Accreditation Standards:**

##### **Standard III: Resources**

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness. Accredited colleges in multi-college systems may be organized such that responsibility for resources, allocation of resources and planning rests with the system. In such cases, the system is responsible for meeting standards on behalf of the accredited colleges.

##### **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.

**III. B.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.**

**III.B.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.**

**III.B.2.a. 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.**

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

Action:	Timeline:
1) College Facilities' Committees continue to	February 2017 through May 2018

<p>work with DGS to develop lists of facilities scheduled maintenance needs.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document Improvements to this process.</li> <li><input type="checkbox"/> Evaluate if current DGS prioritization System is effective, e.g. should “scheduled maintenance” lists be more finely prioritized to include project goals and objectives?</li> </ul>	<p>August 2017 - September 2017</p>
<p>2) 2. Continue to revise Total Cost of Ownership (TCO) Guidelines:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Form a TCO Work group.</li> <li><input type="checkbox"/> Work group meets and collaborates on revisions to TCO</li> <li><input type="checkbox"/> TCO Work Group prepares a new draft of TCO Plan</li> <li><input type="checkbox"/> TCO Work Group reviews draft with DTC and PBC</li> <li><input type="checkbox"/> TCO Guidelines are revised and disseminated for final review and adoption.</li> </ul>	<p>Jan. 2017 – November 2017</p>
<p>3) Design and implement a survey and/or convene focus groups to evaluate Maintenance Connection software with “end users.” Implement revisions to improve present system, if needed.</p>	<p>June 2017 – September 2017</p>
<p>4) Continue to provide Safety Training.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Design and implement evaluations of Safety Training for:</li> <li><input type="checkbox"/> Campus Safety Aides</li> <li><input type="checkbox"/> Engineering Staff</li> <li><input type="checkbox"/> Grounds Staff</li> <li><input type="checkbox"/> Custodial Staff</li> <li><input type="checkbox"/> Examine resources needed to achieve level of safety, including “Mass Notification Emergency Alert System” using Black Board Connect.</li> </ul> <p>Examine relevant suggestions to improve Training.</p>	<p>Fall 2016, Spring 2017, Fall 2017</p>

<p>5) Design and implement survey to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess if College Business Offices are in receipt of Instructional Improvement Funds in a manner that facilitates planning.</li> <li><input type="checkbox"/> Examine need to include optional resources for Instructional Equipment acquisition.</li> <li><input type="checkbox"/> Create and implement a Plan to refine the process, if needed.</li> </ul>	<p>June 2017 – September 2017</p>
<p>6) Ensure collaboration between Colleges and District regarding the design and implementation of the new Integrated Educational Facilities &amp; Technology Master Plan (IEFTMP)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Host College Forums to discuss the IEFTMP progress (Q&amp;A sessions)</li> <li><input type="checkbox"/> Conduct surveys, etc. (as needed) to ensure broad dialogue and alignment of College/District Strategic Goals &amp; Objectives.</li> <li><input type="checkbox"/> Integrate the new IEFTMP Plan with the Sustainability Master Plans.</li> </ul>	<p>January 2017 – December 2018</p>
<p>7) DGS, in collaboration with the DFC, will continue to utilize the recommendations from the 2016 Facilities Condition Assessment (FCA) as a guideline for data-driven decision</p>	<p>January 2017 – May 2018</p>
<p>8) Evaluate ongoing implementation of Plans for Scheduled Maintenance, Capital Projects and Sustainability projects.</p>	<p>August 2017 – June 2018</p>

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