Standard III: Resources
The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness. Accredited colleges in multi-college systems may be organized so that responsibility for resources, allocation of resources, and planning rests with the district/system. In such cases, the district/system is responsible for meeting the Standards, and an evaluation of its performance is reflected in the accredited status of the institution(s).

B. Physical Resources
[Note: Suggested length for Standard III.B is 6 pages.]

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
[Insert response.] I looked at the citrus response to this prompt and it's much better than our last submission so I think it would be a good idea to re-write based from what they said.

De Anza College uses their Educational Master Plan and their Facilities Master Plan to create the framework for decisions regarding physical resources. Every five (5) years these plans are updated with campuswide input and engagement and approved by the district’s Board of Trustees. The Facilities Master Plan 2021-2026 was completed and approved May 3, 2021. The Education Master Plan: 2022-2027 was completed and approved xxxxx.

The institution regularly evaluates whether it has sufficient physical resources with annual planning and inventories:

- 5-Year Construction Plan
- Space Inventory Report
- Scheduled maintenance plans through the Physical Plant and Instructional Support Program, including specific project funding proposals (PFPs) completed annually if the Governor’s budget allocates funding

In addition, a district wide Facilities Conditions Assessment (FCA) was completed in 2021. This assessment provides the maintenance needs of the physical built structures, including performance measurements of the building functions and infrastructure.

Analysis and Evaluation
[Insert response.]

Our Authority Having Jurisdiction (AHJ) is the Division of the State Architect (DSA), overseeing the design and compliance of structural, accessibility, and fire and life safety codes.
The building code our facilities are designed under is the California Building Code (CBC), California Code of Regulations, Title 24 (CCR).

The district ensures all the facilities are safe by participating in annual safety and insurance inspections through the risk management department and annual review with the Santa Clara County Fire Marshal through the facilities and operations department. Reports are generated from these activities.

The district facilities and operations department utilizes a maintenance work order system by which all personnel can report unsafe physical facilities. The district police use both an emergency and a non-emergency phone number process, as well as a police work order system for reporting facility access security issues.

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
[Insert response.]

Program reviews for physical resources related to college operations that include grounds maintenance, custodial operations, mail and print services.

Campus Facilities Committee meetings with agendas and meeting minutes.

The institution regularly evaluates needed maintenance, upgrades or replacement physical resources with annual planning and inventories:

- 5-Year Construction Plan
- Space Inventory Report
- Scheduled maintenance plans through the Physical Plant and Instructional Support Program, including specific project funding proposals (PFPs) completed annually if the Governor’s budget allocates funding

Bond measures are regularly reviewed by the Citizens Bond Oversight Committee (CBOC), currently for Measure C and G bond programs.

(QUESTION: do we talk about the departments that use off campus resources like Hope/Whittier with DSPS/Laureen B.? And, are there others?)

Facilities Master Plan (completed every 5 years); completed in 2021 for 2120-26.
Guides decision making for physical and facility changes.

Analysis and Evaluation
[Insert response.]

- The institution ensures that the needs of programs and services are considered when planning its
• Facilities’ planning is aligned with the institutional mission.
• The institution ensures that program and service needs determine equipment replacement and maintenance.

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
[Insert response.]

Facilities Condition Assessment completed in 2021. (DISTRICT)
Routine inspections for facilities completed by agencies such as the Fire Marshal, insurance companies, etc. (DISTRICT – Facilities & Operations, Risk Management, EH&S)
Routine inspections for equipment, such as HVAC, fire systems, elevators, generators, etc. (DISTRICT)

dSpace Utilization (CAMPUS – Scheduling)
Program Reviews (custodial and grounds maintenance – College Operations; facilities maintenance – District; transportation – Athletics?)

Analysis and Evaluation
[Insert response.]

• The institution regularly assesses the use of its facilities
• The institution uses the results of the evaluation to improve facilities or equipment.

FOR INSTITUTIONS WITH A BACCALAUREATE DEGREE:
• The facilities and other physical resources utilized by the baccalaureate program are evaluated for feasibility and effectiveness for the program on a regular basis.

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
[Insert response.]

District’s - Long range capital plans;
Multiple years’ institutional budgets;
Multiple years’ division or department budgets, especially Maintenance and Operations; And/or other documents that demonstrate the institution is aligned with this Standard.

Measure C and G bond programs (CBOC)
Analysis and Evaluation
[Insert response.]

- Long-range capital projects are linked to institutional planning and include projections of total cost of ownership.
- The institution has identified elements which constitute the definition of "total cost of ownership" that the institution uses when making decisions about facilities and equipment.
- Planning processes ensure that capital projects support college goals.
- The institution assesses the effectiveness that long-range capital planning has in advancing the college’s improvement goals.

Conclusions on Standard III.B: Physical Resources
[Insert response.]

Improvement Plan(s)
[Insert response if applicable.]

Evidence List
[Provide list of all evidence cited within Standard III.B.]