

# STANDARD VIII

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## PHYSICAL RESOURCES

### INTRODUCTION

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Standard VIII discusses the college's Physical Resource planning, management, maintenance, and control. The first section provides descriptions of funding for Physical Resources long-range planning; facility development and maintenance, hazardous materials handling; equipment acquisition, inventory, and control. The Analysis and Appraisal section focuses primarily operational areas. The final section, Future Directions, outlines plans for the next several years as presented in the Strategic Plan.

The focus of the Standard VIII Self-Study Committee was to a) ensure that the college is in compliance with the standard, b) determine that the distinctions between the roles of the district and the college are clear, c) determine the extent to which faculty and staff are involved in physical resource planning, and d) ensure that the recommendations from the 1990 report were addressed. This was accomplished by reviewing existing policies and procedures, conducting facilities planning via the State Board for Community and Technical Colleges capital planning process, and assessing the results of the 1999 Climate Survey.

### RESPONSE TO RECOMMENDATIONS FROM 1990 REPORT

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*As SSCC develops a new master facilities plan, they should consider including a section on the Duwamish Center, and make an effort to address the parking problem. A hazardous waste disposal plan should be developed. The plan should address the need for a hazardous materials lab. Provisions should be made for additional visual and audio aids for the individualized instruction as enrollment increases. Computers should be made available on a program level to provide opportunity for students to gain appropriate keyboarding skills.*

As the master plan gets updated, the Duwamish Industrial Education and Apprenticeship Center and associated parking will be addressed. A hazardous waste plan has been completed. The plan addresses key responsibilities of staff in the inventorying, handling, and storage of hazardous chemicals. Additional audio and visual aids are addressed through the fall instructional equipment request process led by the Vice President for Instruction. Computers are available on campus to provide opportunities for students to gain keyboarding skills. A new technology fee has provided the resources to support computer replacement for students.

### ACCREDITATION 2000 SELF-STUDY

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The college is comprised of two different State-owned sites: The main campus and the Duwamish Industrial Education and Apprenticeship Center (Duwamish). The main campus has 34 structures on 88 acres and is located in a residential neighborhood of West Seattle. Duwamish has 15 structures on approximately 9 acres of land situated in a busy industrial area south of downtown Seattle. The college also conducts classes in several different leased locations within the college's catchment area.

South Seattle Community College's Major Institution Master Plan was developed in the early 1990s by a committee comprised of representatives of all affected constituent groups including, but not limited to, administrators, faculty members, students, and neighborhood residents. The completed Ten-year Master Plan was submitted to the Board of Trustees in June of 1992. It was reviewed by the board and judged to be consistent with the college's Mission and long-range educational plans and submitted to the Seattle City Council for review and approval. A year later, in June of 1993, it was signed into law as modified by Seattle City Council findings and conclusions. A substantial

modification was made in September of 1995 with features to give members of the college community a strong incentive to rideshare, bike or walk to the campus. Since 1997 the college has been required to file Annual Status Reports to the City for review and public dissemination. (8.C.1, & 8.C.4)

During the past decade, the college has been highly successful in obtaining capital funds for both new facilities and major remodeling projects. New facilities constructed during the 1990's include:

- The newly remodeled Library and Learning Center, opened for occupancy winter quarter 2000
- The Jerry M. Brockey Campus Center dedicated to student activities, which opened in 1995
- A new instructional building "O" at Duwamish
- A new greenhouse for the Landscape Horticulture program in 1998
- A Composite Laboratory for the Aviation Maintenance Program in 1993
- Expansion of the Machine Shop including a dedicated computer lab
- A Shower/locker room for the fitness center in 1992
- A new Child Care Center building in 1992
- A new "portable" ("N") at the Duwamish campus

The majority of the college's capital and operating funds are obtained from the State Board of Community and Technical Colleges. Some programs and units obtain supplemental funds, equipment, and materials from the SSCC Foundation, partnerships with business and industry, and/or state and federal grants. (8.C.2)

### **FACILITIES (8.A.1 – 8.A.2)**

The college's mission is to meet the changing needs of students in a student-centered environment. The facilities provide students an appropriate environment, with space for allotted enrollment. For the 1999/2000 academic year, it supported approximately 4,200 full-time equivalent students (FTEs). The college's facilities are maintained and operated to accommodate the following:

- Professional and technical training, with response to needs of business and industry
- Academic programs, meeting the growing requirements for technology and access

- Cultural and social access for the development of our students and the community
- Student-centered programs addressing diversity, learning, and general student support

The Main Campus Facilities adequately support existing instructional functions. Different buildings on campus for the most part have one or more generalized functional identities:

- The Jerry M. Brockey Student Center houses student programs, the bookstore, student recreational and lounge areas, and an auditorium space supported by a commercial kitchen,
- The Robert Smith Building houses the Library and Learning Center; Student Services administrative and faculty offices; and computer, music and art classrooms
- Automotive, Diesel Machine Shop, and Aviation buildings primarily house industrial vocational programs and faculty offices
- The Science Building is mostly comprised of science, computer, and general-purpose classrooms along with the Little Theatre and staff and faculty offices
- The Cascade Court Building has general purpose classrooms, dedicated cosmetology laboratory space, drafting labs, administrative and faculty offices, and a retail bakery associated with the college's Foods Science programs
- The Technical Education Center houses computing technology programs as well as providing lab areas for Deisel and Heavy Equipment and the Automotive Collision Repair programs

When programs are offered off the primary campus, the physical facilities at these sites are appropriate to the programs offered. (8.A.6)

The college offers programs at Duwamish, located about five miles from the main campus. The facility is owned by the State of Washington and is considered a part of South Seattle Community College. The primary function of this site is to provide related training to apprenticeship programs. The majority of this training occurs evenings and Saturdays. As a result, English as a Second Language (ESL) classes are scheduled during the day as well as some contract training and pre-apprenticeship programs. The administration

building (Building A) was originally constructed in 1939 as a chicken farm. A larger building (Building B) was constructed in 1976. Additionally there are several modular and portable buildings and two Quonset type buildings. The site is generally appropriate. Campus staff have renovated some of the older portable buildings though, given the age and deteriorated condition of some of the others, full replacement is more appropriate. The college has also applied for capital funding to demolish and replace Building A with a new larger facility. If funded, this project will also result in demolition of several smaller portable buildings and a significant increase in the number of parking stalls. Due to the recent growth in apprenticeship programs, parking is inadequate and classrooms are at capacity. Although a planned partnership with the Washington State National Guard to jointly develop an adjacent vacant property did not materialize, the college will continue to explore opportunities for additional parking space at this site.

Before programs are offered in off campus facilities that are owned and operated by non-college entities, the supervising academic administrator visits each facility to ascertain that it is academically appropriate. The vast majority of the off-campus facilities used by the college are owned and operated by public or nonprofit agencies. Therefore they share the same values as the college's administration about health, safety, and accessibility. However, with all off-campus programs, there is a concern about the lack of or limited access to campus services such as administrative and student services as well as adequate library and media resources. (8.A.7)

Periodically, academic administrators visit each off-campus facility to assure that it remains suitable for the offered program. Also the administrators meet with faculty who teach off-campus about the operation of their classes including adequacy of the facilities.

Current off-campus facilities include those owned and operated by the Seattle School District, the Seattle Housing Authority, the Salvation Army, Senior Centers, and the King County Airport – Boeing Field.

According to the 1999 Climate Survey, 32 percent of respondents were dissatisfied with the adequacy of recreational facilities. Plans are now in progress to develop two new soccer fields on the south end of the college property in the vicinity of recently installed tennis, basketball, and volleyball courts. In addition, the submission for “pre-design” funding for the new Instructional Technology Center (ITC) building included provisions for a new fitness/wellness center.

Furnishings - The college has made a deliberate effort over the past ten years to update and expand furnishings in campus facilities. New furniture and classroom fixtures have been purchased for most all of the new structures built on campus during this period as well as for those areas where significant remodeling activity has taken place. Most of the general-purpose classrooms on campus now have new whiteboards and older “tab-arm” student desks have been replaced with more practical newer table style desks. As more classroom space is converted to accommodate computers, new computer desks with ergonomically improved seating have been bought and installed. The majority of the college's newer computer rooms have also been outfitted with screens, LCD projector mounts, and improved lighting controls. (8.A.3)

During fall quarter of each year, the Vice President for Instruction solicits from all instructional units requests for the acquisition of new and/or replacement instructional equipment. Available funds are then allocated to instructional units. Capital funds can be used only to buy furniture directly associated with either new or larger remodeling projects.

Despite the improvements that have been made in furnishing the classrooms, budget constraints have precluded replacement of all older furniture and equipment. The most pressing campus needs will be addressed in future budget development cycles. However, although some furnishings are older and need replacement, the college's facilities are furnished adequately to meet the work and study needs of students and employees. As of spring quarter 1999, not only is the new classroom furniture very serviceable and functional, new laboratories and offices as well as the library contain appropriate furnishings.

Instructional Facilities - The college's instructional facilities are maintained to a standard that provides satisfactory operational quality and safety in support of its educational programs. Most of campus facilities are operated and maintained by Campus Services and Safety and Security, both of which fall under Administrative Services. Campus Services includes building maintenance, custodial services, grounds maintenance, warehousing, mail and shipping/receiving, fleet management and key control. Safety/Security coordinates parking and transportation management, campus security, and maintenance of campus fire and burglar alarm systems. (8.A.4)

Access - Maintaining a healthy and safe physical environment with access for the physically disabled is of primary importance to the campus community. The college makes every effort to construct and maintain facilities in a manner to ensure that health, safety, and access issues are addressed in a timely and effective way. In 1993 an ADA self-evaluation was completed. Based upon the results of this self evaluation, immediate improvements were recommended and subsequently implemented. (8.C.3) It is now standard practice to include a rigorous Americans with Disabilities Act (ADA) compliance review in the planning and development of all new and renovated facilities. A committee comprised of administrators, staff, students, and faculty meets on a "as needed" basis to review accessibility and ADA compliance issues and to recommend further corrective measures to pursue when funding is made available.

Documentation is available regarding physical access, signage, and all accommodations for special constituencies.

According to the 1999 Climate Survey, 63 percent of respondents are satisfied or very satisfied with the "availability of campus services and accommodations for students with disabilities" (80). (This category also ranks as number 8 in the top 10 areas of greatest satisfaction.) In the same survey, 70 percent of respondents were satisfied or very satisfied with the "effectiveness of campus safety/security" (94) (see Exhibits – 1999 Climate Survey).

All planning for physical facilities development and major renovation includes plans for the acquisition

or allocation of the required capital and operating funds. (8.C.2) Biennial capital requests are submitted to the state for funding to develop new and renovate existing facilities. Additional operating funds are provided when additional square footage is involved. All capital project planning now incorporates a safety/security review to insure that facilities are designed to provide adequate security arrangements and minimize risks for building occupants. Emerging security concerns that arise on campus during the course of the year are typically dealt with directly through Administrative Services, Campus Services and Safety/Security. (8.C.3)

Significant improvements have been made in this area over the past ten years resulting in increased awareness, a reduction in physical barriers for the disabled, a declining rate of accidents and health and safety concerns. All the new buildings constructed on campus during the past several biennia have been designed to be in compliance with the ADA guidelines. The campus-wide health and safety committee includes representation from most of the major departmental units. This committee is tasked with identifying, reporting on, and aiding in the implementation of solutions to campus-wide safety concerns. Currently Administrative Services is completing a Disaster Preparedness Plan and will begin implementation to include training during the 2000-2001 academic year. In addition, an emergency procedure pamphlet and evacuation route signage have been posted throughout the college.

College personnel from several areas coordinate their activities to ensure facility access for special constituencies, including the physically impaired, and for providing appropriate security arrangements. The college has provided adequate staffing and resources to ensure acceptable performance in this area.

The college has numerous special constituencies where access issues must be adequately addressed. These include a population of physically disabled, including vision and hearing impaired persons. According to the college's most recent climate survey, conducted in 1999, 63 percent of the respondents reported they were satisfied with services and accommodations for students with disabilities

Facilities staff are knowledgeable about access requirements for special constituencies and seek the involvement of the college's ADA Compliance Officer and the Special Student Services Director in the planning of facilities. Design consultants employed by the college are required to evaluate and incorporate required access and security features into facilities design.

Safety/Security is responsive to the needs of campus occupants by providing security measures to ensure their safety and well being. According to the college's most recent climate survey, conducted in 1999, 70 percent of respondents reported that they were satisfied with the effectiveness of campus security. Most recently, student and staff expressed concern for personal safety by requesting better lighting in the evening hours. This request was given high priority and new lighting was promptly installed by Campus Services personnel while further lighting improvements are in design for implementation in the summer of 2000.

The department has also completed a Hazardous Material Plan (Chemical Hygiene Plan) which outlines procedures for using and storing hazardous materials in compliance with federal, state and local regulations. The department also reports to the state Department of Ecology regarding the disposal of hazardous materials. Departments are responsible for using and storing hazardous materials in compliance with federal, state, and local regulations. Campus Services oversees a licensed vendor that removes hazardous waste from campus in a similarly described manner. (8.B.3)

### **EQUIPMENT (8.B.1 - 8.B.2)**

Suitable equipment is accessible for educational and administrative needs and is purchased, repaired, or replaced as determined by each department. Within the budgetary constraints of the college and the priorities identified in the Strategic Plan, the decision to acquire, replace, or upgrade equipment is the responsibility of the using department except, in the majority of cases, for computer and audiovisual equipment. The departments are primarily responsible for establishing their own programmatic and administrative equipment needs and, with several notable exceptions, also responsible for equipment purchase and distribution. Computer

Services and Media Services (which both reside under Library and Information Services) are responsible for purchasing, distributing, and maintaining computing and general-purpose audio-visual equipment for all departments. Campus Services plays a support role in equipment installation for both these entities. Campus Services is also responsible for purchasing, installing, and maintaining standard classroom fixtures (e.g. marker boards) and furniture. In the 1999 Climate Survey, 43 percent of respondents were satisfied with the "extent to which students have access to computers," and 75 percent were satisfied with "the extent to which staff members have access to computers." Following this survey, in January of 2000, the new library opened with 96 new computers for student use.

This survey also showed a significant increase in satisfaction with the district's duplicating services which is located on campus.

A significant challenge that the college faces in this area is in providing adequate equipment to support the steady expansion in its computing programs. However, through the implementation of the Universal Technology Fee, the college has developed a dedicated revenue source to replace computers on a regular basis.

Many of the general-purpose classrooms on campus have an identified need for new or replacement fixtures and furniture. An effort to correct this deficiency has been ongoing but, due to lack of funds, improvements have been gradual.

The District Purchasing Office is responsible for purchasing equipment at a competitive price in a manner that is consistent with state and district policies. District Purchasing is also responsible for maintaining an inventory of all items that cost \$5,000 or more, as well as for less expensive items that are considered "small and attractive" (e.g. laptop computers). District issues an inventory tag that is sent to Campus Shipping/Receiving for the departments to affix to the equipment. The user department is responsible for securing, controlling, and maintaining the equipment in proper operating condition. Departments may choose to obtain a

service agreement with a qualified vendor for their equipment maintenance. (8.B.2)

There are two exceptions to this process. The first is that almost all computer equipment is purchased and installed by the Computer Services department. Computer Services is also responsible for the majority of computer and network maintenance. The second exception is that all audiovisual equipment is purchased by Media Services and is checked out to the using departments. Media Services also purchases, inventories, controls, and replaces audiovisual equipment as needed.

A bonded inventory firm was retained by the district to conduct a district-wide equipment inventory. This inventory provided a reconciliation of historical purchases to current inventory records, which also reflect changes in the state's valuation threshold. Currently, discrepancies found in the course of the inventory are sent to the campus business office and then forwarded to the departments for reconciliation.

### **FUTURE DIRECTIONS**

The shift in training demands from heavy industry to technology programs is requiring the use of the colleges limited repair and improvement funds for remodeling current learning spaces. City demographic projections indicate that ESL and first generation college students will continue to grow,

requiring more space for college developmental courses. While the City of Seattle will require submission of the new Master Plan within the next several years, the current ten year Master Plan incorporated provisions for additional structures for which the college might seek future Capital funding. A capital request was submitted this-year for "pre-design" funds for a new ITC. If successful, construction could start in 2005-2006. The college is well positioned to receive 2001-2003 capital "Matching Funds" to expand and remodel the existing Foods Sciences building. The SSCC Foundation has initiated a capital fund raising to support this project.

Other 2001-2003 Capital Requests include:

- Replacement of Building A on the Duwamish campus to provide additional classroom space and Apprenticeship training labs
- Minor Improvement funds to renovate space and upgrade equipment in the Science Department laboratories and Culinary Arts program areas.
- Facility Repair funding for roof, doors, and mechanical equipment replacement
- Investment of over \$1,000,000 to upgrade the mechanical, plumbing, and lighting systems on the campus. This investment is expected to pay for itself over a ten year period through energy savings

# Standard VIII

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