

Standard Eight Physical Resources

8.0 Overview

Section 8 describes and assesses the College's physical facilities and resources. The physical plant and physical resources effectively support the mission of Central Oregon Community College. College facilities

are planned, constructed and maintained to meet the mission of the College. Figure 8-1 lists all campus buildings, the year they were constructed, date of any major remodeling and overall square footage.

Square Footage and Construction Dates of COCC Facilities		
Facility	Total Square Footage	Date Constructed/ Last Remodeled
Deschutes	5,174	1964/1992
Jefferson	5,122	1964/1993
Ochoco	33,050	1964/1981/1994
Grandview	25,722	1964/1995
Metolius	8,402	1965
Modoc	16,389	1966/1998
Juniper	19,630	1967
Pence	11,908	1967
Mazama	36,114	1971/1996
Ponderosa	31,334	1971/1994
Maintenance	17,788	1974
Modular A	1,019	1974/2001
Campus Services	1,019	1974/1996
Ponderosa Annex	1,019	1974
Chandler Building	9,770	1974
Pioneer	24,752	1976
Pinckney Center	14,931	1983
Physiology Lab	1,490	1987
Boyle Education Center	38,454	1989/1994/2001
Bookstore	10,400	1994
Library	72,250	1997
Redmond College Center	11,311	1997
Redmond Onestop Building	13,788	1998
Manufacturing Applied Tech.	27,000	2001
Higher Education Building	38,245	2002
TOTAL	476,081	

Figure 8-1

8.1 Organizational Structure of Campus Services

Organization and Services

The services provided by the physical plant at COCC are organized into three major functions, each with a supervisor who reports directly to the director of campus services. The director of campus services also supervises the campus safety officers and has overall responsibility for the coordination of Americans with Disabilities Act activities. The director of campus services reports directly to the vice president and chief financial officer.

Maintenance of Buildings and Grounds

Maintenance staff provides services related to heating, ventilating, and air conditioning systems, electrical, carpentry, locksmithing, plumbing, grounds, furniture moves and set-up and tear down of special events. Maintenance crews are responsible for snow removal from roadways, sidewalks and parking lots. Maintenance staff accomplishes minor remodels as time allows.

Custodial Services

Custodial crews clean approximately 380,000

square feet of space in 25 buildings on the main Awbrey Butte campus, at the Chandler Research Center and the Redmond North Campus. Custodial crews are responsible for snow removal from steps and building entries; custodial crews do some setups and tear downs of special events.

Facilities Services

The facilities services supervisor is responsible for noninstructional scheduling of College facilities, campus shuttle, building access via hard keys and card lock system, and campus furniture purchases. The facilities services supervisor also supervises campus services clerical support.

Significant Facilities Changes

Since 1996, COCC has added or remodeled much needed instructional space on the Awbrey Butte campus as well as the Redmond North Campus. The major construction and remodel projects are described below:

- New Library completed 1997.
The new 72,000-square-foot Library replaced an outdated facility of 16,000 square feet.
- Old library remodel completed 1998.
The old library was remodeled into five general-purpose classrooms and two computer classrooms. The remodel also included faculty offices and space for instructional administration.
- Redmond College Center completed 1996.
This 11,311-square-foot building was constructed to house the Redmond College Center. In addition, space is leased to other Workforce Investment Act agencies.
- Redmond One Stop Building, completed 1999.
This 13,788-square-foot structure was a build-to-suit project which houses the College's Adult Basic Education and English-as-a-Second-Language administration and classrooms. In addition, space was leased to other Workforce Investment Act partners.
- Redmond Manufacturing and Applied Technology Center completed in 2001.
This 27,000-square-foot building houses the manufacturing, welding and apprenticeship programs of the College and provides general-purpose classrooms.

Significant Operational Changes

Operational changes have been made to more effectively provide and maintain facilities services. Significant changes are noted below:

- The Campus Services department was reorganized in 2000 with the addition of the facilities services supervisor. The addition of this position enabled the director of campus services to place additional emphasis on planning.
- The College hires temporary summer staff for landscape maintenance.
- Addition of a campus shuttle in 1997.
- Algorithmic scheduling software for instructional and ad hoc facilities scheduling was purchased in 1998. This has proved indispensable with the need to schedule classes for the community college and OSU-Cascades Campus.
- Additions of card lock access systems on new buildings as well retrofitting the systems to existing buildings.
- Addition of intrusion alarms on high-risk classrooms, computer labs and sensitive areas of the campus.
- Major progress on the update of the campus master plan (Exhibit 8.1 and <http://www.cocc.edu/>).

Significant Changes for the Next Five Years

- Addition of the higher education building on the Awbrey Butte campus in 2002.
- Anticipated retirement of maintenance supervisor.
- Integration of OSU-Cascades Campus onto the COCC Awbrey Butte campus.
- Addition of new student housing.

8.2 Physical Resources

This section provides an assessment of the instructional and support facilities, equipment and materials, and physical resource planning.

8.2.A Instructional and Support Facilities

Since its last accreditation in 1992, COCC will have increased its facilities' square footage by approximately 48 percent. The last building to receive any state building assistance was the Boyle Education Center, which was finished in 1989. Since that time, the College has had to become ever more resourceful as it has sought ways to fund facilities. The only new building to be funded by additional property taxes was the Library. The Bookstore/Centralized Services building was funded internally with the entities housed in the building repaying the loaned funds. In addition to funding the new space, the project freed up significant space for instructional purposes. The science building

addition was funded through annual transfers into a new construction account.

The College has also built additional facilities through the sale of special obligations called certificates of participation (COPs). After receiving 24 acres from the city of Redmond and Deschutes County for a North Campus in Redmond, the College has twice sold COPs to construct two buildings on that campus. The buildings house College programs and the related programs of job training and retraining partners. The most recent building financed through COPs was the higher education building, which will be leased to Oregon State University and used in the delivery of upper-division and graduate programs in Central Oregon. While all this space is not immediately available for College use, the useful life of the buildings in all cases exceeds the payback on the debt. In every case, the rents include an amount to fund maintenance reserves.

The College has also looked to grants as a means to fund facilities. Both the Redmond College Center and the Manufacturing and Applied Technology Center have received significant grants. The COCC Foundation has been instrumental in assisting the College in obtaining these funds.

Physical facilities owned and utilized by COCC support the needs of the departments housed within them. Facilities built within the last 10 years are energy efficient, accessible to the physically impaired and meet the instructional needs of the institution. Due to steep grades, the Awbrey Butte campus presents unique access issues for people with physical disabilities. COCC has taken great strides to eliminate or lessen these access issues. Previously inaccessible areas have been made accessible with the addition of ramps and walkways. Disabled-accessible living units have been incorporated into Grandview Student Center. The campus has more disabled parking spaces than are required by code. To aid in movement between buildings, campus services personnel are available to deliver and pick up students in a wheelchair accessible van. While all campus buildings are accessible to people with disabilities, three two-story buildings have been identified to receive elevators as funding becomes available.

Campus buildings are planned and constructed to maximize their long-term instructional effectiveness. The College Bookstore building, which houses the bookstore, print shop and mail room, was constructed with the anticipation that it eventually could be used for other purposes. The remodel of the old library building included multimedia classrooms, computer

labs, a research classroom, faculty offices, instructional administration and comfortable study areas for students. The sidewalks and parking area near the building were reconfigured to eliminate access barriers for people with disabilities. The number of adjacent disabled parking spaces was increased beyond code requirements.

The College leases several spaces for use as College Centers and to house specialty programs such as our Licensed Massage Therapy and Cabinetry programs. Leased properties meet the needs of the programs housed in them and are required to adhere to Americans with Disabilities Act requirements.

Funds are budgeted annually to provide for maintenance projects on the campus. In 1997, a facilities audit of the campus was conducted (see Exhibit 8.2). The audit noted projects related to deferred maintenance, capital renewal and plant adaptation. A five-year rolling maintenance list is gleaned from projects noted in the facilities audit by the director of campus services. The rolling list is submitted to the College's Institutional Support Committee (ISC) where it is merged with input from the campus, prioritized and projects approved. ISC is one of COCC's four governance committees, focusing on business- and operational-related issues. The committee consists of two representatives from the administration, faculty, support staff and students. Their respective groups appoint the students, support staff and faculty. The director of campus services is an ex-officio member of the committee. The facilities audit will be updated in 2002.

Funds are budgeted annually to provide for maintenance projects on the campus. The budgeted amount has been able to increase slightly each year and is sufficient to accomplish priority items.

COCC has taken steps to increase the value of undeveloped parcels owned by the College but not contiguous with the Awbrey Butte campus. These steps have been accomplished through zoning changes and/or land partitions.

8.2.B Equipment and Materials

Capital needs are prioritized within departments and then forwarded to the appropriate vice president. The president and vice presidents prioritize the capital lists on a campuswide basis from the input provided. Some funds are budgeted each year to repair or replace items that become lost or broken within the year. Capital equipment has bar-coded asset numbers affixed at the time of purchase. These asset numbers

are tracked through an inventory control system (see Exhibit 8.3 for a Schedule of Replacement of Instructional Equipment.)

Individual departments monitor the acquisition, storage and use of hazardous materials. Disposal of hazardous materials is coordinated between the departments and the director of campus services. Disposal of hazardous materials is reported to the Oregon Department of Environmental Quality on an annual basis. The College is currently a “Conditionally Exempt” producer of hazardous material. The College has a Campus Safety Committee made up of volunteers from the support staff and faculty. The president appoints administrative members. The committee holds monthly meetings, performs quarterly hazard inspections, investigates campus accidents and makes safety-related recommendations to the appropriate campus administrator.

8.2.C Physical Resources Planning

The College’s Institutional Support Committee (ISC), using input from all campus constituencies, is revising the College’s master plan. The master plan, which is based on instructional and program needs, identifies new construction and remodeling projects for the next 10 years. Each project in the master plan is tied to the appropriate planning documents of the College (see Exhibit 8.1).

When new construction or remodeling is planned, representatives from the department which will reside in the new or remodeled space are included on the project planning team. These representatives, along with other campus representatives, work closely with the campus architect, and in recent years, the building contractor, to program and design the building or spaces. Throughout the architectural process, drawings are made available to staff in the maintenance, custodial, technology and security departments for their comments. Architecture for campus facilities requires strict adherence to all building codes as well as codes related to accessibility by the physically impaired. New construction and facilities remodeling projects include funding for their operation and continuing maintenance.

8.3 Campus Safety

COCC maintains a campus patrol department under the direct supervision of the director of campus services. The patrol carries a campus cell phone as well as a campus pager. The campus pager is advertised campuswide. The campus patrol provides escort services

to students, staff and visitors to the campus. During the graveyard shift, when the custodians work, they serve as building security. For serious needs, the city of Bend Police Department is contacted. Response from the city has been excellent. The campus has an active safety committee. Crime statistics are published and distributed annually in accordance with the Cleary Act (see Exhibit 8.4).

Departmental Analysis and Appraisal

During the last five years, the College has hired a new custodial supervisor. With that hire, turnover in the department has decreased while morale and a sense of pride in work has increased. A lead custodial position was recently added. The addition of the lead position gives custodians opportunity for advancement within the custodial department. The College budgets new positions as new buildings are constructed.

There has been very little turnover in the maintenance department in the last 10 years. Only one new position has been added in the department, despite the addition of new buildings: It is presently unfilled. This lack of additional staffing puts a focus on meeting the day-to-day needs of the campus and limits implementation of a meaningful preventative maintenance program. Maintenance staff is being cross trained in anticipation of the retirement of the maintenance supervisor.

The facilities and equipment utilized by the department are adequate to support all programs of the College. The campus master plan includes new and expanded facilities for the maintenance and custodial departments.

Development in the city of Bend has reached the Awbrey Butte campus. Instead of being isolated in a pine and juniper forest, the campus is now being surrounded by major residential development. Indeed, the property surrounding the College is some of the most desirable in the District. This shift from isolation to integration will place additional challenges on the College in general and the campus services department specifically as it strives to coexist with its new neighbors and deal positively with the ever-increasing number of people who use the College property for recreational pursuits. In addition to this integration, increased enrollments will put additional pressure on campus safety and security. While current staffing levels for campus patrol are considered adequate, the College will need to increase staffing levels and/or work hours to provide the current or existing level of safety and security services in the future.

Standard 8 Figures, Appendices and Exhibits

In-Text

Figure 8-1: Table of COCC Facilities

Appendices

Appendix C: Campus map

Exhibits

- 8.1 Campus Master Plan and accompanying maps indicating changes
- 8.2 Facilities Audit
- 8.3 Schedule of replacement of instructional equipment and examples of inventories which are maintained
- 8.4 Crime Statistics, 2000-01

