Standard III B

Physical Resources

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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.

Descriptive Summary:

Gavilan College was established in 1919 as San Benito County Junior College. It operated under this title until 1963, when a new community college district was formed that encompassed San Benito and southern Santa Clara counties. A bond measure that passed in 1966 provided the funds to construct the present campus in Gilroy, California.

The Gilroy campus rests against the foothills that form the western boundary of the Santa Clara Valley (3B.86). The District is 35 miles south of San Jose, 80 miles south of San Francisco, and 40 miles northeast of the Monterey Coast. The main campus was initially master-planned to accommodate an enrollment of 5,000 students. It rests on a 150-acre site that has been carefully planned to take advantage of the beautiful, tranquil setting. Many live oaks native to the area have been preserved and a series of ponds and waterfalls enhance the campus.

In spring of 1997, the Gavilan District Board of Trustees approved the creation of additional instructional sites in Hollister and Morgan Hill to augment curricular offerings at the main (Gilroy) campus. These two sites are an integral part of the District’s effort to enhance student access to a college education.

To plan for future expansion and develop a program for the modernization of existing facilities, the District gathered input at a series of in-depth community forums. Staff also gave extensive input, and the Facilities Master Plan was revised to encompass a Bond measure for modernization and expansion. Gavilan College’s bond Measure E passed in March 2004, the Board of Trustees subsequently acquired property in Coyote Valley and in Hollister to develop sites for full college community campuses and modernized many of the buildings and the infrastructure on the main campus.

The Gavilan Community College District has a strong commitment to, and interest in, providing safe and secure facilities and equipment for all staff, students, and community members who visit the College. The buildings have been designed and constructed to serve the needs of the College community, and are equipped with up to date equipment to enhance teaching and learning. The College maximizes, maintains, evaluates, and improves physical
resources on campus and at off-site facilities to support degree and certificate programs and to provide quality college services. The College engages in constant and consistent cycles of planning, implementation, and evaluation to maintain safe, comfortable, accessible classrooms, laboratories, student services facilities, and information technology hardware and software.

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.

DESCRIPTION:

Gavilan College works consistently and routinely to ensure and evaluate the safety of its facilities. As a matter of policy and necessity, safety issues are given the highest priority.

Gavilan College’s physical resources are an institutional responsibility and much of the implementation and monitoring of these resources fall within the Administrative Services division under the direction of the vice president of administrative services (3B.1). In 2009 the Administrative Services division collaboratively created mission statements to codify criteria for meeting this standard. For example, the mission of the Facilities Services Department is “to provide a clean, safe, and healthy learning environment for students, staff, and members of the community.”

Safety criteria begin with local, state, and federal regulations and requirements, such as the Injury Illness Prevention Plan (IIPP) (3B.2), the Hazardous Materials Business Plan (HMBP) (3B.3), and the College Emergency Operation Plan (3B.4). Internal processes include insurance property inspections, an emergency alert system and shared governance committee proceedings. Each of these entities and others set criteria to ensure safety of different aspects of college facilities.

Processes for evaluating the safety of the facility are numerous. Some, required by statute, involve routine regulatory visits that occur regularly and result in recommendations for changes or improvements by agencies such as California Occupational Safety and Health Act (CalOSHA), the Regional Water Quality Control Board, and the California Fire Department.

Santa Clara County and the State of California mandate safe handling of hazardous materials through the Hazardous Materials Business Plan (3B.3). This plan includes all labs generating hazardous waste and areas for gas and diesel pumping. The plan specifies processes and timelines for training employees, handling and storing wastes, recordkeeping, and emergency response. Additionally, Gavilan’s membership in the Bay Area Community College Joint Powers Authority, a consortium of community colleges, gives the College access to hazardous materials management resources and consultants (3B.3). The District is also committed to promptly addressing any concerns raised by Hazardous Material Inventory surveys (3B.18). Survey recommendations are entered into the maintenance order system and corrected by the facilities department (3B.19).
The California Integrated Waste Management Board requires that the District participate in and report on waste reduction (3B.76). To meet these requirements the District integrates cost effective green practices for facilities and landscaping. Gavilan College continually endeavors to keep the campus green by the following:

- Xeriscaping - planting drought resistant and low maintenance native plants.
- Grasscycling - recycling the grass cuttings and fallen leaves on the hillside.
- Using “green waste” bins for large quantities of organic waste, such as major tree trimmings. This waste is then recycled by the waste hauler.
- The use of “specialty waste” bins for concrete, asphalt, rubble, and metal during construction projects.

Gavilan College recycling programs include the following:

- Beverage container recycling programs as performed by the Science Alliance club. Custodial services provides 96 gallon toter (containers) for paper and mixed recycling at all buildings and areas on campus.
- Several six yard cardboard containers are provided for large packaging boxes and cardboard.
- Hazardous waste such as batteries, light tubes, excess paint products, and medical waste is disposed by an outside vendor semi-annually (April and October).
- Recycling of all electronic waste such as computers and peripheral electronic equipment,
- Recycling of all furniture and large items when possible.

Finally, Gavilan College is dedicated to reducing all waste sent to landfills, as per state requirements and monitored by the CIWMB (California Integrated Waste Management Board [now CalRecycles]) (3B.89).

The District belongs to Joint Powers Authorities (JPA) that provide property liability, loss control and workers’ compensation services. The JPAs utilize a firm, Keenan and Associates, to help with the administration of the programs. Each year, the director of facilities services works with Keenan and Associates, as part of the liability JPA, to identify potential risk management concerns. A specialized loss control consultant conducts an evaluation on behalf of the Statewide Association of Community Colleges (SWACC). All campus buildings, including Morgan Hill and Hollister sites, are inspected to identify potential property and liability hazards. The recommendations from this audit are either addressed immediately or become part of the work order system. For example, the lack of safety rails on bleacher seating at the baseball diamond was recently identified as a concern, and was immediately addressed by the installation of railings (3B.17, 3B.58).

Through Keenan and Associates, Gavilan College works with a specialized consultant who helps the College develop and update its Injury and Illness Prevention Program (IIPP) and train staff in compliance. The IIPP is reviewed annually and updated as required (3B.2). Members of the administration, management, and confidential groups received training on
the program. Each participant receives a copy of the plan including self-inspection safety checklists (3B.7).

The Northern California Community College Pool (NCCCP) is the JPA the District belongs to for workers’ compensation administration. Services include preventative trainings associated with work injuries. The consortium members share a safety coordinator. The JPA safety coordinator provides an additional level of review and enforcement of environmental health and safety regulations and procedures. The safety coordinator facilitates annual and “refresher” training courses based on Cal OSHA requirements. Activities include prevention of back injuries for our facilities staff, and child development center staff and walk through safety inspections of our labs, and hand and power tool safety training (3B.27).

The safety coordinator also performs ergonomic evaluations for the District. In 2010 the Director of Human Resources and the Safety Coordinator formalized a Repetitive Motion Injury procedure (3B.77). This procedure includes the steps necessary to request an ergonomic work site evaluation. The Safety Coordinator receives requests for evaluations from the Director of Human Resources. After completion of the evaluation, the NCCCP Safety Coordinator prepares a written report of findings and any recommendations for alteration to the worksite. Funding for the purchase of the recommended equipment is budgeted within the General Fund.

Fire extinguishers for all campus facilities are evaluated to ensure functionality. Facilities staff and contractors conduct regular inspections of fire, life-safety equipment, and major mechanical systems. Facilities and security personnel attend an annual fire extinguisher training course. At that time all extinguishers are recharged and serviced by an outside contractor. They are tagged and checked on a monthly basis by custodial services personnel.

Another important safety measure is the Gavilan College Emergency Operations Plan (3B.4), adopted in October 2010, which guides the institution in appropriate response to emergencies. It is reviewed by a subcommittee of the Health, Safety, Facilities, and Grounds (HSFG) committee and updated annually. In 2009, the director of security and support services, working with a consultant, developed the plan. Building evacuation assembly point maps, along with “Student Guide to Emergencies,” are posted throughout College facilities including the Morgan Hill and Hollister sites (3B.78). Members of College management and those responsible for emergency response on campus participate in numerous drills and exercises on disaster preparedness. Staff serving on the Emergency Response Team attended several components of the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training. The District also conducts an annual tabletop exercise where a disaster/emergency is simulated with campus administrators handling all components of the disaster. This extensive training not only prepares the District in disaster response, but also qualifies the College for state and federal reimbursement in case of disaster, to protect District assets (3B.8).

Gavilan College’s security department is charged with important aspects of campus safety. The department regularly collects and analyzes crime statistics for all College locations, and reports the statistics to the Health, Safety, Facilities, and Grounds (HSFG) committee and,
when appropriate, to the College community as a whole (3B.31, 3B.32). It annually prepares and distributes an updated security and crime statistics Student Right to Know Report (3B.81). This report is made available to all students and employees through the class schedule, and Campus Safety website, www.gavilan.edu/safety/stats.html (3B.82) and reported to the Department of Education annually in full compliance with the Clery Act (3B.31, 3B.81).

The Gilroy campus is patrolled from 7:00 a.m. to 11:00 p.m. seven days per week by vehicle and on foot. Officers provide services such as escorting students who have safety concerns or problems in addition to securing facilities. To assist stranded vehicles a battery booster loan program was established (3B.79). As a result of several recent break-ins and burglaries, Gavilan College has implemented new security measures to prevent theft of equipment, instructional materials, and confidential information. Preventive measures taken include rekeying, adding alarms, the addition of glass-break monitoring alarms, and training for staff. The HSFG Committee has created a subcommittee to review options to secure buildings and equipment while keeping in mind current budget constraints.

Responsibility for safety at the Morgan Hill and Hollister sites is shared by Gavilan College and the owners of each facility. The same College safety procedures and processes apply at the off-sites as on campus. Site directors receive Cardio-Pulmonary Resuscitation (CPR), IIPP, and NIMS/SEMS training. The Hollister Briggs Building parking garage and surrounding grounds are patrolled by a private security guard, provided by the City of Hollister. There is also a Hollister Police Department Substation onsite. The Morgan Hill site is patrolled by the Morgan Hill Police Department as part of their regular patrol.

The off-sites have much lower incidents of crime and other incidents than the main campus (3B.90). The faculty senate representative, however, raised concerns at a Health, Safety, Facilities, and Grounds (HSFG) committee meeting regarding night security and lock up at the Morgan Hill and Hollister sites. In response, the District approved the hiring of guards to patrol both off-sites during evening hours when classes are in session (These positions have not been filled and are now on hold due to budget constraints). Fire alarm monitoring is handled off-campus at a 24 hour per day, seven day per week central dispatch station.

In 2010-11, the College purchased and implemented GAVAlert (3B.80). This is an emergency alert system that makes it possible for the College to quickly communicate with staff, students, and the community by text voice, email, and social network. Students and staff sign up to receive district generated text messages, emails or phone calls alerting them of an emergency or unusual occurrence on the campus or an off-site facility. The system has been tested six times and used seven times since its introduction (3B.33). The system is fully implemented for staff and faculty, and for all currently enrolled students. The first test for students occurred on April 17, 2012.

Gavilan College's Five-Year Capital Construction Plan (3B.9) is a result of the planning for facility needs. The plan is updated annually and submitted to the Board of Trustees and to the California Community College Chancellor's Office as a comprehensive list of proposed and approved construction projects. Projects are identified in consideration of existing lecture,
laboratory and office space in relation to capacity workload measures defined by the state. User groups meet with the administration, consultants, and architects to review either Initial Project Proposals (IPP) (3B.11) or Final Project Proposals (FPP) (3B.12). The Health, Safety, Facilities and Grounds (HSFG) committee and the Board Facilities and Utilization committee review project proposals. The Five-Year Capital Construction Plan supports the Educational Master Plan (3B.40) generally, and the Facilities Master Plan (3B.10), specifically, to address the practical needs of the College.

The Bond Measure E Citizens Oversight Committee has overseen the safe and effective modernization work required by the Bond Measure passage in March 2004 (3B.14). Ensuring safety during the Measure E modernization projects has been a top priority. The District requires contractors to comply with strict safety standards. The director of facilities services consulted with stakeholders for the Measure E modernization construction projects to ensure the safety of the work area for students, staff, and visitors (3B.15). The District kept staff and students apprised of current renovation status, and encouraged everyone on campus to report any unsafe situations (3B.71). Relevant information was posted on the College website (3B.13), disseminated via email, and distributed and discussed at the Health, Safety, Facilities, and Ground (HSFG) committee. The District is pleased to have had only one report of a minor accident or injury related to the modernization in the five years of Measure E renovations.

The Board of Trustees Facilities Development and Utilization committee meets three to four times per year to ensure consistency with current goals as outlined in the Gavilan College Strategic Plan and to review and make recommendations to the full Board of Trustees. Safety items placed on the agenda may be recommendations brought forth from administration, President’s Council or the HSFG Committee process (3B.16).

Gavilan College's Health, Safety, Facility, and Grounds committee (HSFG), composed of representatives from all constituent groups on campus (students, faculty, staff, administrators, supervisors/confidential), provides an additional process by which information about safety concerns can be communicated and addressed. HSFG frequently discusses and evaluates safety issues on campus and makes recommendations for changes or improvements. Its by-laws, meeting agendas, and minutes are posted on the intranet, and records of its proceedings are sent regularly to all staff and the Associated Student Body (3B.25). Recommendations made by this committee are presented to the President's Council or other appropriate bodies for information and/or further action. Among its duties, the HSFG Committee receives and reviews Safety/Health Hazard/Physical Barrier Forms (3B.26) and reports of personnel injuries involving safety concerns.

Gavilan College listens to its staff and students. For example, when employees in the Business Services department complained of an unusually high incidence of illnesses in 2010, testing determined there were elevated mold spore levels. The staff was quickly removed from the building, the problem was addressed, and remediation made the building safe and healthy (3B.28). When CalOSHA responded to a complaint regarding the indoor air quality (IAQ), the District was able to provide immediate data and cite the corrective action taken. CalOSHA closed the complaint. Preventative measures are in place to perform
quarterly checks of the buildings’ HVAC systems. These checks include verifying proper air flow, filter changes and inspecting for moisture intrusion (3B.83).

The shared governance process and communication are an important component to providing safe and sufficient physical resources. The District’s Technology and HSFG Committees address physical resource issues, make recommendations as appropriate, and report back to their constituent groups. Minutes are provided in a short time frame to assist that process. All planning information is also made available through the College Intranet. A 2012 staff survey reflects that the Office of the Vice President of Administrative Services has communicated effectively with staff (a rating of “Good” or “Very Good” ratings) in five key areas; health and safety (76 percent), facilities (68 percent), technology (60 percent), budget items (59 percent), and bond-funded renovation (62 percent) (3B.49).

The Associated Student Body (ASB) addressed the HSFG with a concern about the health effects of second-hand and third-hand cigarette smoke. A Tobacco/Smoking Cessation Task Force was formed consisting of interested students and HSFG members. Board Policy 3570 and Administrative Procedure 3570, Tobacco and Smoke-Free Environment and Cessation/Prevention, were drafted and vetted through the shared governance process. The District’s Board of Trustees approved BP/AP 3570 at their June 2011 meeting (3B.29, 3B.30) The policy took effect July 1, 2011 with a one-year educational campaign that included tobacco cessation services. Additional support was provided for students and staff in smoking cessation with full policy implementation effective July 1, 2012. Funding for implementation efforts was provided through a $10,000 Breathe California grant coupled with $10,000 in general fund expenses. The County of Santa Clara and the Center for Disease Control showcased Gavilan College for their success in implementing a system change that encourages tobacco cessation (3B.84).

The maintenance work-order system provides an excellent vehicle for students, staff, and faculty to take an active role in maintaining and improving the safety of the campus. With the work-order system, implemented in 2009, anyone who sees a health or safety concern can send an email to maintenance@gavilan.edu. The emails generate database entries for prioritization and response. An email reminding staff of the process and prioritization is sent at least once per year (3B.20, 3B.22). When other systems fail to catch a problem, staff may use the work-order system to address minor equipment problems, which are addressed using on-campus maintenance and repair personnel or contractors. For FY10/11, 986 work orders were received with 968 being resolved. The work-order database can be searched, and reorganized in such a way to determine safety or sufficiency of equipment. Equipment that displays an excessive amount of service is evaluated for replacement. District vehicles are serviced as needed, with preventative maintenance performed annually by an outside provider.

Monthly facilities services staff meetings are conducted to ensure procedures are followed and all safety requirements and procedures are being met (3B.23). Additionally, any Accident/Injury/Incident Reports received by Student Health Services that relate to safety issues are submitted to the Director of Facilities Services for investigation and correction (3B.24).
Gavilan College stakeholders, through a participatory process, annually update the Five-Year Strategic Plan (3B.42). Physical resource planning is integral in accomplishing many of the strategic goals, including those involving College locations in Morgan Hill, Hollister, and Coyote Valley. The Facilities Master Plan identifies the future needs and potential areas of growth for the district (3B.10). The FMP is driven by the mission statement (3B.52) and integrated with the College’s other planning documents such as the, Educational Master Plan (3B.40), Strategic Plan (3B.42), and the Technology Master Plan (3B.34). The careful selection of Measure E renovation projects for the Facilities Master Plan was based upon data received from community surveys and forums; a multiyear campus-wide evaluation of existing facilities and projected data regarding program and enrollment growth. These projects were then proposed to and authorized by the District's Board of Trustees (3B.14).

The District utilizes several data reports to determine both the sufficiency and efficiency of classrooms, lecture and lab classrooms, and of other facilities. The Space Inventory Report, updated every year, monitors our utilization. This report defines how the space is used. It also helps the institution define how effectively buildings are used (3B.36).

Instructional program needs are discussed at both the department chair level and the Deans’ Council meetings. Faculty and staff are involved in the discussions of the space allocation process. When concerns were expressed early in 2011 about space allocations for lecture versus lab classrooms, faculty members were invited to tour the buildings (in an event called the “Gavilan Walkabout”) in question to help designate which rooms would be lecture and which would be lab. The walkabout with participating faculty was the first time the District’s consultant had the opportunity to discuss the specifics of each room with end users. It resulted in an update of the space allocation document.

This process had many benefits such as fine-tuning data about room utilization and providing participants an opportunity to learn and understand the process. A valuable benefit to the District was that collected data improved our eligibility for projects in the District’s Five-Year Capital Construction Plan. The data allowed the District to identify lab space that had an effect on capacity load ratios. The District’s consultant prepared notes on the Gavilan Walkabout that was shared with staff. In addition, the consultant attended a department chair meeting and reviewed in detail the “Cap: Load Analysis” report as a result of the walkabout (3B.37, 3B.38, 3B.39). This is one demonstration of how the institution considers the needs of programs and services in its building utilization.

Through the Institutional Effectiveness Committee (IEC) (3B.43) program review process, each program and department conducts a self-study that includes an assessment of facility and equipment needs for that area. This process generates recommendations for facilities and equipment improvement and development (3B.6, 3B.43). Program reviews describe how each department views the future of its program and help identify facility and equipment needs. For example, the IEC review for the Library noted concerns regarding the “maintenance & updating of the physical plant infrastructure” (3B.44). A Final Project Proposal (FPP) has been submitted to the State for a modernization of the Library/TV Studio building with Measure E bond funds set aside for the District’s match (3B.12).
Program reviews are performed on a three to four year cycle (3B.44).

Instructional equipment needs are generally identified through academic departments or deans and then are prioritized for funding through the annual Program Plan. Each program annually creates program plans, supporting specific goals in the Gavilan College Five-Year Strategic Plan. Items requiring allocation of funds have a linked budget request. The program plans are then reviewed and ranked by deans, vice presidents, and the shared-governance Budget Committee. Examples of improvement projects identified by staff during the planning process would be the addition of air conditioning in the High Tech Center and new carpeting in the Tutoring and Writing Center. Due to the current state financial situation, budget requests for new equipment do not always get funded even though they may have had the highest ranking or priority from the budget ranking process. With the state’s fiscal uncertainty, Gavilan will continue to act cautiously and find ways to provide safe and sufficient facilities and equipment, including alternate sources of funding, such as grants.

The Five-Year Scheduled Maintenance Report (3B.41), submitted to the state every year, helps the College ensure that it monitors and maintains the College's physical resources. This report helps determine what an item and/or project will cost and when it should be replaced and/or repaired. Guided by the Facilities Master Plan and the Five Year Scheduled Maintenance Report, the District plans and implements scheduled maintenance projects for the repair and renovation of existing facilities as well as the new construction and modernization of facilities, such as occurred through Measure E. However, Scheduled Maintenance funds have not been available from the state for several years. With the Measure E fund diminishing, the District’s general fund will pay for items related to safety.

The State Chancellor's Office conducts facility condition assessments and post the results to the Facility Utilization Space Inventory Option Net (FUSION) website. These results are used to prioritize critical needs and serve as a tool in evaluating scheduled maintenance and capital improvement projects (3B.35).

Finally, the Facilities Use Office oversees the assignment and scheduling of the appropriate facilities for non-instructional purposes, campus events, and changes to the academic schedule, as well as use of facilities by external users including community groups. This process has facilitated the creation of a database of classroom attributes, improvements and layouts (3B.85).

Gavilan College has taken important steps to meet facilities needs and provide state-of-the-art facilities and infrastructure. To renovate then-aging systems and buildings on campus and to support teaching and learning, voters in the Gavilan Joint Community College District approved a $108 million Measure E General Obligation bond in 2004. The bond measure specifically promised to "improve safety, provide greater access and meet increasing enrollment demands from local students who reside in our District." The District has completed the following Measure E projects, all of which were prioritized in the Facilities Master Plan:
• Infrastructure and parking lot upgrades
• Interim "swing space" for displaced programs and offices
• The modernization of the science building complex, portions of the Multi-Purpose building, and the Humanities, Art, Music, Facilities and Security, Business, Cosmetology, and Social Science buildings;
• Purchase and implementation of an Enterprise Resource Plan (ERP) or management information system, and
• Purchase of $1 million in new computers
• Acquisition of properties in Coyote Valley (Santa Clara County) and San Benito County to ensure sites for future construction of full-service college campuses.
• Major network infrastructure improvements such as relocation of the server room, relocation of the MIS office, and upgrade to new Avaya phone system.

The District operates instructional sites on properties leased from the cities of Hollister and Morgan Hill. These sites are an integral part of the District's efforts to enhance student access to a college education, and are subject to the same criteria and processes as on-campus facilities. The two sites each have a director who is critical to communicating facility needs. The directors are in frequent communication with the cities concerned and with College staff to ensure that the sites meet the same safety and sufficiency criteria as regular campus facilities.

Maintenance of the Morgan Hill and Hollister facilities is handled in the same way as facilities on the Gilroy campus. The College has a memorandum of understanding (MOU) with the city of Morgan Hill for custodial work at the Morgan Hill site, whereas custodial work in Hollister is performed by Gavilan College employees. When the MOU is up for re-negotiation, the College will review the agreements and request modifications or improvements as needed.

Major facility equipment such as HVAC systems, electrical transformers, switch-gear units, and emergency power generators are on a preventative maintenance schedule. The Facilities department monitors the safety and sufficiency of the fire prevention system, water systems, vehicles, and the swimming pool. Departments monitor and report concerns with specialized equipment such as athletic equipment, cosmetology equipment, computer labs, aviation, and photocopiers.

The District has made positive changes in its use of space through the FUSION program and state reporting. Measure E has allowed the District to make significant progress with renovated facilities and updated equipment. The improved and expanded space has created some new imperatives to maintain and clean the new equipment and facilities. With current staffing levels this poses a challenge. The Director of Facilities Services has identified and documented this need through the Program Plan process by requesting one FTE custodial position and one FTE groundskeeper position. This will also be addressed in the Facilities’ Department’s upcoming IEC program review.

Several campus buildings still need to be updated and upgraded and are dependent upon the assistance of state funding. Measure E Bond funds were earmarked as matching funds for the
following state approved projects: the Physical Education Modernization project, the Library/TV Studio and a new Student Services/Administrative Center building. The Theater Replacement project is also a long-term capital project goal but is not eligible for Measure E funds and would require a 50/50 match between District and State funds. In addition, the District is in the initial phase of developing new educational centers in Morgan Hill and Hollister to ensure that Gavilan College will be able to meet the needs of a growing population in the future.

**EVALUATION:**

Gavilan College meets Standard III (B) (1).

**PLAN:**

None.

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.

**DESCRIPTION:**

Gavilan College uses the Program Planning process, the Facilities Master Plan, Educational Master Plan, the Strategic Plan, and the Technology Master Plan to ensure that all programs and services address facility and equipment needs for their program, and that resources are appropriately allocated. These processes and reports ensure that program and service needs determine equipment, replacement of equipment, facilities, and maintenance needs. For maintenance of facilities, the IEC process, and regular updates of the Facilities Master Plan and Strategic Plan are important aids. Gavilan College also participates in the California Community College's Scheduled Maintenance and Special Repairs Program and updates an annual list of projects that is submitted based on critical needs, periodic facilities assessments, and the ability of Gavilan College to meet matching funds requirements (3B.41). In addition, the Facilities Department conducts a preventative maintenance program for equipment such as mechanical systems, boilers, air conditioners, fans, and lighting. Equipment is visually inspected periodically, and repair records are maintained in the work-order system (3B.53). The work-order system can be used to generate reports on the number of times a given piece of equipment requires repair, and the cost-benefits of repair versus replacement.

Gavilan College has short and long-term goals generated through the Strategic Planning, Measure E, and Program Review processes. Short-term goals include expansion of the Gilroy Early College Academy on campus, moving the aviation program to the San Martin airport, establishing an educational center in San Benito County, and the water tank replacement project. Long-term goals include establishing a full campus in Coyote Valley and San Benito
County in addition to construction projects on the campus. Measure E Bond funds were earmarked as the matching funds for the following state approved projects: the Physical Education Modernization project, the Library/Media Remodel and a new Student Services/Administrative Center building. The Theater Replacement project is also a long term capital project goal that is not eligible for Measure E funds and will require 100 percent state or other non-Measure E source of funding (3B.12).

The institution involves all users groups and stakeholders when planning for its buildings both short and long term. Physical resource planning is integrated into the College's institutional planning and is evidenced by the active role of shared governance committees that work on facilities planning issues. These include the Institutional Effectiveness Committee, the Strategic Planning Committee, President's Council, the Health, Safety, Facilities, and Grounds Committee (HSFG), the District Technology Committee, the Budget Committee, and Academic Senate and its subcommittees. These committees advise the President's Council on both financial and planning recommendations as they relate to the College's physical resource needs. In addition, the College has active Board of Trustee Committees.

The Facilities Master Plan identifies the future needs and potential areas of growth for the District. The careful selection of Measure E renovation projects for the Facilities Master Plan was based upon community surveys and forums; a multiyear campus-wide evaluation of existing facilities and projected data regarding program and enrollment growth. These projects were then proposed to and authorized by the District's Board of Trustees. During the Measure E bond renovation projects user groups identified how classrooms, labs, and office space would be designed and equipped.

The development of the Student Services/Administrative Center building project serves as an example of the Gavilan College planning process. To determine the needs of the programs and services, the College’s architects met multiple times with user groups representing 16 different functional offices to document needs and shape a fundable proposal (3B.51). The plans were then shared with the Gavilan College community, reviewed by the HSFG Committee, President’s Council, and the Board Facilities and Utilization Committee. The Board of Trustees approved the plan before submission to the state as a Final Project Proposal (3B.12).

The Measure E bond allowed the College to negotiate purchase prices on parcels of land in San Benito County and southern Santa Clara County for future development of full campuses. Before land was purchased, consultants carried out a series of meetings in Hollister and Morgan Hill to get community feedback regarding what programs and facilities the new campuses should include. Through the Academic Senate, a long range Vision Committee has been charged with establishing basic parameters for academic programs at future campuses. The Hollister location has been identified as top priority for expansion of classes, and educational center status. Enrollment at the Hollister location was at 300 full-time equivalent students (FTEs) as of spring 2012. Additional classroom space will help the District accomplish its mission of “…providing high quality educational and support service…” for students in San Benito County (3B.52).
Gavilan College uses its physical resources effectively. The space inventory report helps the College determine how efficiently it is utilizing current facilities in relation to academic programs (3B.36). Space utilization is reviewed and discussed with stakeholders in the shared governance process. This has become increasingly important as the campus modernization work progressed. For example, the 2011 “walkabout” with stakeholders resulted in a significant change in the modernized Social Science building. Instructional staff determined that they had a greater need for Room 111 as lecture space. This room had originally been assigned as a meeting room (3B.36, 3B.38).

Gavilan College has also sought creative use of its grounds: plans for a new arboretum for academic and non-academic purposes have been funded through the new STEM grant, and a planned Environmental Studies program will allow the College to take advantage of its beautiful natural setting in the transmission of ecology, geology, and botany classes. A Native Plants committee was formed to study and make recommendations on the specific plants to be used.

The Gavilan College main campus is in demand for community and family events because of its setting and the beauty of the facilities. Under Board Policy 6700, Civic Center and Other Facility Use, the College welcomes groups wishing to rent spaces for such events (3B.55). Community events include the annual Miss Garlic Festival pageant, the Miss Gavilan Hills pageant, the annual Tierra Bella Bike Tour that draws international competitors, and numerous dance recitals (3B.84). For non-academic scheduling, the College utilizes the R-25 Events Management System (scheduling software program) which ensures that the College is utilizing facilities as close to capacity as possible. In 2011, the R-25 system identified that 23 external/community events were scheduled and 1,014 Gavilan events/meetings were scheduled.

**EVALUATION:**

Gavilan College meets Standard III (B) (1) (a).

**PLAN:**

None.

b. **The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.**

**DESCRIPTION:**

Gavilan College prioritizes safety, and has worked to improve access and security at all locations. Security improvements have included upgraded campus lighting, rekeying of a number of campus buildings, and the addition of alarms in vulnerable areas. In addition, the
District recently approved the hiring of guards to patrol both the Morgan Hill and Hollister sites during evening hours when classes are in session, but these positions have not been filled and are on hold due to budgetary concerns.

Most campus buildings were constructed before the passage of the Americans with Disabilities Act (ADA). When revising the Facilities Master Plan in 2006, the College worked with consultants to develop an ADA Transition Plan to help guide the College in identifying all campus accessibility barriers and creating a plan to remove them (3B.56). Through the passage of Measure E in 2004, the College has addressed these barriers to access in its modernization projects and infrastructure improvements. Among the projects completed to improve access:

- Reconfiguration and paving of the parking lots with clearly marked disabled parking spaces
- Installation of new walkways in several of the parking lots with truncated domes (tactile ground surface warning indicators)
- Upgrade of campus lighting
- Purchase of new electronic equipment meeting AB 508 accessibility standards, in compliance with a Administrative Procedures, AP6360/6365, (3B.57)
- Development of a signage plan and installation of easy to read signs (3B.59)
- Addition of an elevator during the renovation of the two-story Social Science building
- Repair of several sidewalks uprooted by trees

All renovated facilities meet the standards required by the Office of the Division of the State Architect, California Department of General Services (DSA) for access compliance. DSA reviews fire, life, safety, and access compliance issues (including signage, ramps, path of travel, height of signs, specifications for drinking fountains, elevators, etc.) for all new construction, modernization, and special maintenance.

Gavilan College’s Disability Resource Center includes a “High Tech Center” that promotes access and equity for all students with disabilities. Through the design of innovative learning environments, College staff can help ensure a student's individual learning needs are addressed. Gavilan College provides access to District programs and services to individuals with disabilities to the fullest reasonable extent possible, as guaranteed by the Section 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. See AP 6365 for reference (3B.74). As part of this 508 compliance, student computer labs with more than ten stations have a minimum of ten percent immediately accessible stations for students with disabilities. Computer labs with fewer than ten stations have at least one accessible station.

In the two large step-lecture classrooms in the modernized Social Science building, Gavilan has provided Assisted Listening Systems (ALS) and "Closed Captioning" capabilities via the DVD/BluRay video's "subtitle" selection. Portable assisted listening devices for student use in other classrooms can be checked out through the Disability Resource Center. The two step-lecture classrooms in the Social Science building do not have the capability of transmitting the instructor's voice over the ALS. The need for ALS in all step-lecture halls
throughout the campus and the Theater has been identified and cited in the Institutional Effectiveness Committee (IEC) Self Study report for Media Services (3B.91).

Gavilan College has experienced an increase in demand in Hollister for College classes beyond the capacity of the five classrooms available in the instructional site in the building that has been leased from the City of Hollister for this purpose. To ensure access for San Benito County students, the College has sought and leased additional space for classes in the short-term, and is seeking a more permanent solution. Land has been purchased with Measure E funds and a full Educational Center is planned for the future.

The Morgan Hill and Hollister sites participate in the program review and program plan processes and include facilities and equipment reports. These facilities are under the immediate supervision of individual site directors and under the general direction of the Vice President of Student Services. The instructional site directors ensure that their facilities meet the needs of the students, staff and the community. If any needs are unmet, the site directors utilize the program plan budget request process. For example, both site directors have identified the need for improvements to classroom technology. Both site directors have included this need in their FY 2012-13 Program Plan Budget Request. Two ceiling mounted projectors were installed in Hollister classrooms during the summer of 2012.

Each year, the Statewide Association of Community Colleges reviews all facilities, including the College’s off-site facilities, to identify hazards and prevent property and liability losses. Recommendations are made to the District and they are given a high priority by the Facilities Services Department for redress through the Work Order system (3B.17).

An important aspect of maintaining facilities is staffing. The Measure E modernization projects, interim housing, and the Gilroy Early College Academy (GECA) have created approximately 23,000 additional square feet of space that require custodial, maintenance, and grounds services. The reconfiguration of the Multi-Purpose building also created additional serviceable space, (approximately 14,610 square feet ). Custodial care of the facilities is important and is a Facilities Department Student Learning (Program) Outcome. Based on a 2012 survey, 59 percent of the respondents were Satisfied or Very Satisfied with the building cleanliness (classrooms and offices) (3B.49). However, some of the survey comments focused on cleanliness.

**EVALUATION:**

Gavilan College does not meet Standard III (B) (1) (b), due to the deficiency in implementation of Assisted Listening Systems (ALS) in the campus step-lecture halls.

**PLAN:**

- Complete implementation of ALS in step-lecture halls.
2. 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.

DESCRIPTION:

Gavilan College uses multiple factors for planning and evaluating facilities and equipment. These include capacity-to-load ratios, and a review of the Facilities Master Plan through an annual update of the Five Year Construction Plan (3B.9, 3B.10). Facility planning and assessment are ongoing processes. The Capital Construction Plan supports the Educational Master Plan generally, and the Facilities Master Plan specifically, to address the practical needs of the College. The five-year Scheduled Maintenance Plan is updated annually (3B.10, 3B.41) as is the Space Inventory Report. Space utilization is reviewed in conjunction with course scheduling throughout each academic year (3B.36).

Equipment is assessed on a regular basis through both institutional and departmental processes. The institution reallocates resources as necessary to meet changing instructional and operational needs as evidenced in the Strategic Plan and Program Plans as well as in Institutional Effectiveness Committee (IEC) reviews. Each department completes an IEC review every three to four years (3B.43). Gavilan College also participates in the statewide Association of Community Colleges annual liability assessments.

Upon completing an IEC review, each department develops program plans to correct deficiencies and recommends improvements to the program. The Student Learning (Program) Outcomes process (PLO) also includes a cycle of assessment and improvement. Surveys are used to make assessments and the results become a baseline for improvement. For example, the survey conducted in Spring 2010 by the Facilities Department asked the satisfaction level for “building cleanliness” (classroom and office cleanliness). Comments reflected dissatisfaction with the restrooms. As a result, cosmetic improvements were made to eight restrooms throughout the campus (3B.45, 3B.49) and the 2012 survey showed improved results, with 59 percent of respondents rating building cleanliness as “good” or “very good” compared with 50 percent in 2010 (3B.49).

The work-order system is designed to provide frequent and specific assessment information to the Director of Facilities Services. A total of 986 work order requests were received in FY 10/11 with 968 being resolved.

EVALUATION:

Gavilan College meets Standard III (B) (2).

PLAN:

None.
a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

DESCRIPTION:

Long-range capital projects at Gavilan College originate in discussion with staff and community, and are outlined and incrementally achieved through the College planning process. Gavilan College has a number of long-range capital projects that are based on its educational planning to support its mission. Long-range capital planning is basic to the College’s Strategic Plan and Educational Master Plan, Facilities Master Plan, Five-Year Construction Plan and Technology Master Plan (3B.10, 3B.34, 3B.40, 3B.41, 3B.42).

The main campus was initially planned to accommodate an enrollment of 5,000 full-time equivalent students (FTES) and served as many as 6,000 FTES with a headcount of 15,500 (Enrollment has dropped over the past year due to a state workload reduction and a smaller class schedule). The Measure E bond funded a number of much-needed modernization projects on the main campus. Gavilan College continues to plan for modernization of the remaining facilities and construction at the new locations. The College provided for long range capital planning by earmarking 2004 Measure E bond funds as matching funds for state-approved non-funded projects: the physical education modernization project, the Library/Media remodel and a new Student Services/Administrative Center building. These projects were submitted to the State as part of the District’s Five-Year Capital Construction Plan as Final Project Proposals. The Theater Replacement project has also been submitted but requires 100 percent state funding (3B.62).

Potential growth and the desire to better serve students in San Benito County and in Southern Santa Clara County are reflected in the Colleges’ long range planning. The Measure E bond provided funds for the District to fulfill an important part of the Strategic Plan: the purchase of land for two full campuses, one in Coyote Valley, south of San Jose in the northern portion of the district and the other in Hollister in San Benito County. These sites were discussed at several community meetings in the areas involved.

Growth in enrollment at the Hollister Briggs Building site has accelerated the search for an interim location in town with the long-range plan of achieving educational center status. A July 2010 study on “San Benito County Site Projections” estimates 1,927 FTES in Hollister by 2018 (3B.63). Gavilan College has been working to surmount a number of obstacles in the search for more space in Hollister. Because of the stringent state construction code seismic requirements that must be applied to existing buildings, it has been difficult to find a suitable location that can be used to provide additional classes to the San Benito community. The College studied two buildings that appeared to meet the state requirements for facilities leased for the purpose of offering classroom instruction. However, upon completion of due diligence work it was determined that the estimated costs needed to renovate the buildings to bring them in line with current seismic building code exceeded or nearly equaled the cost of building new buildings.
To provide additional classroom space, the District negotiated with the San Benito High School (SBHS) district for classroom space during the spring 2012 semester. However, due to the cost, this arrangement could not be continued and the College continues to research other options. The significant reduction in state revenue over the past few years has slowed the search for a facility to expand instruction and seek educational center status in Morgan Hill. The College continues to provide educational services at the Community Center in Morgan Hill.

Institutional goals are also met through grant planning, and improvements to learning and teaching facilities are often paramount to achieving institutional goals. Gavilan College has been awarded several short and long-term grants with facilities and equipment components. Examples of grant-funded projects include the creation of a Student Success Center, and the purchase of 150 laptops and servers. The current planning and preparation process for grant submission includes gathering input and feedback from a grant focus group to determine program development needs and to form and refine activities and objectives for the grant.

The total cost of ownership (TCO) for the College’s physical assets generally includes utility costs, maintenance and repair costs, project costs, labor, planning, design, and contingency and staffing costs. When buildings on the campus were modernized, the TCO was lowered by including “green” technology including:

- New light fixtures with T-8 bulbs and electronic ballasts, requiring less energy to operate.
- Motion sensors for lighting
- More energy efficient Heating, Ventilation, and Air Conditioning (HVAC) units.
- An upgraded Energy Management System (EMS).
- New natural gas operated boilers for greater efficiency.

Included in the TCO analysis is the information contained in the Facilities Condition Report that is completed for every three years and required by the state Chancellors Office. The Facilities Condition Index report takes into account costs of repairs divided by cost of replacement to yield an index useful for decision-making (3B.35).

As a result of the successful implementation of the Measure E bond modernization projects, the District acquired ten portable buildings for use as “swing space” and ten portable buildings for use by the Gilroy Early College Academy program, a high school located on the Gavilan College campus in Gilroy. These acquisitions resulted in approximately 23,000 square feet of additional space requiring custodial, maintenance, and grounds services. Modernization of the Multi-Purpose building reconfigured the building into classroom and office space that also must be serviced. A TCO analysis on the impact of this additional serviceable space to the Facilities Services department revealed that additional staffing is needed to handle the growth in facilities, maintenance, repair, and grounds work. Using a formula provided by the California Association of School Business Officials (CASBO), the College, under ideal circumstances, should employ 18 custodians. The formulas takes into account total staff, student enrollment, building square footage, and number of classrooms/office space. Gavilan College has seven and one-half custodians who are
responsible for 30,000-40,000 square feet daily. The Department submitted a Program Plan Budget Request in 2012 for an additional custodian and an additional maintenance worker (3B.45, 3B.88, 3B.66).

Planning processes at Gavilan support institutional goals and incorporate a cycle of evaluation and improvement. The Strategic Plan is updated annually and progress is assessed in the spring of each fiscal year. The “Status of Budget Guidelines” reports on the current year’s strategic plan goals and provides an update along with an assessment. This document becomes an attachment to the annual Budget Report. The Strategic Plan is then modified to reflect progress and new goals. In addition, the Board of Trustees updates and evaluates the goals it identifies in January of each year (3B.64). Similar feedback loops are built into the Institutional Effectiveness Committee (IEC) process, the Educational Master Plan, and department level program plans.

Long-range capital projects at Gavilan College are developed through discussions with staff and community, and are outlined and incrementally achieved through the College planning process. Gavilan College has a number of long-range capital projects that are based on its educational planning to support its mission. Long-range capital projects are derived from the College’s Strategic Plan, Educational Master Plan, Facilities Master Plan, Technology Master Plan, and the Five-Year Construction Plan. Working with user groups and the District’s architectural consultant, the District has submitted Final Project Proposals to the state for Physical Education Modernization project, replacement of the water supply system, a Library/Media remodel, a theater replacement project, a new Student Services/Administrative Center building, and full campuses for San Benito County and Coyote Valley. These projects were submitted to the state as part of the District’s Five-Year Capital Construction Plan (3B.12).

The planning done in the early 2000’s has immeasurably improved the teaching, learning, and working environment at the College. The goals clearly defined in the Measure E Bond language have now come to fruition. Gavilan College, working through the Americans with Disabilities Act (ADA) Transition Plan, is now more accessible to students with disabilities. Parking lots were reconfigured to help relieve parking congestion. Modular space was added for the Gilroy Early College Academy and buildings were modernized and reconfigured for better space utilization. Updated equipment including smart classrooms was included in the modernization projects. Grounds improvements such as landscaping, lighting, signage and an automated watering system to increase efficiency were achieved through the long range planning. Technology improvements such as high-speed wireless internet are now available to students and staff. The College also added a back-up generator for the servers and 300 new computers. With more efficient energy use in the renovated buildings, the District received an energy savings refund of $30,800 from Pacific Gas and Electric (3B.92).

EVALUATION:

Gavilan College meets Standard III (B) (2)(a).
PLAN:

None.

b Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.

DESCRIPTION:

Gavilan College regularly evaluates buildings and systems, both informally and as part of regular planning cycles. Institutional use of program plans and related budget requests ties expansion and development to institutional goals. Physical resource planning is integrated with institutional planning through the primary planning documents including the Educational Master Plan, the Five-Year Strategic Plan, the Facilities Master Plan, the Technology Master Plan and program plans (3B.10, 3B.34, 3B.40).

A collaborative process is used for planning. Project planning includes collecting data that will aid in making decisions, meeting with College stakeholders, holding department and user group meetings, addressing equipment needs and other specific requirements to support the student learning process for the proposed facility (3B.65). For example, the Aviation Maintenance Technology (AMT) program is in the planning phase for a new off-site facility at the San Martin airport. An architect has provided the District with site information and planning documents. The AMT user group has met numerous times to discuss specific requirements. The AMT faculty has documented the program’s need for increased space and visibility through the program review process (3B.65, 3B.67).

Another tool for ensuring that facilities decisions are based on institutional needs is the work-order system. Maintenance work orders provide immediate information on the needs of departments and programs related to facilities and maintenance. They also allow the Director of Facilities Services to amass evidence about patterns of need.

Capital equipment purchases, like all other budget requests, are linked to institutional planning. In each plan, departments and programs must specify how their requests are linked to the institutional strategic plan or to a particular program review recommendation. Once the program plans are completed, the deans evaluate and rank budget requests. These are then reviewed and ranked by the administrators, vice presidents, the Budget Committee, the President’s Council, the College president, and ultimately the Board of Trustees (3B.68).

When making physical resource decisions and in the preparation of the Initial Project Proposal for the Student Services/Administrative Center building, the College’s architects met with user groups representing 16 different functional offices to document needs and shape a fundable proposal (3B.51).
IEC program reviews and the annual Program Plan processes are the best overall means to assess effectiveness at the department and College level. These are described above, and have been improved over the last three years to make them more helpful to programs and departments. Specific needs are assessable through the Work Order process, which helps the Facilities Department understand where day-to-day or larger improvements might be made. These processes are well established at Gavilan, and facilities and equipment needs are communicated clearly and in an orderly manner. The Facilities Department has done a great deal with its limited budget to respond to needs expressed by staff and students.

**EVALUATION:**

Gavilan College meets Standard III (B) (2)(b).

**PLAN:**

None.
Standard III (B) Evidence

3B.1 Administrative Services Organizational Chart
3B.2 Injury Illness Prevention Program
3B.3 Hazardous Materials Business Plan
3B.4 Emergency Operations Plan
3B.5 HSFG Minutes
3B.6 IEC Summary of Review
3B.7 Attendance Sheet September 2010
3B.8 SEMS NIMS attendance 2009
3B.9 5-Year Construction Plan
3B.10 Measure E Facilities Bond Feb 2006
3B.11 CC Construction Act 1980
3B.12 Final Project Proposal
3B.13 Measure E Facilities Bond
3B.14 Resolution #809
3B.15 Meeting Minutes
3B.16 Board of Trustees Meetings
3B.17 SWACC Nov 2011
3B.18 Hazardous Materials Survey Aug 2011
3B.19 Work Order History
3B.20 Facilities Maintenance Service Requests
3B.22 Obtaining Services From Facilities
3B.23 Attendance Sheet Dec 2011
3B.24 Accident Injury Incident Report
3B.25 HSFG Committee bylaws
3B.26 Safety Barrier Report
3B.27 Safety Coordinators Report
3B.28 HSFG Com Minutes Apr 2010
3B.29 HSFG Com Minutes Dec 2010
3B.30 BP 3570
3B.31 Campus Safety
3B.32 Emergency Email
3B.33 GavAlert
3B.34 Tech Master Plan
3B.35 FCI Report
3B.36 CCD Report 17
3B.37 Mins Oct 2011
3B.38 Walkabout June 8-9
3B.39 Gav Inventory
3B.40 Ed Master Plan
3B.41 Maintenance Five Year Plan
3B.42 Strategic Plan
3B.43 IEC
3B.44 IEC
3B.45 Custodial Coverage
3B.46 Facility Services
3B.47 Casbo Custodial Services
3B.49 Administrative Services Survey – Spring 2012
3B.50 Measure E Facilities Bond
3B.51 Gavilan CCD Mtg notes
3B.52 About Gav
3B.53 HVAC Water Treatment Schedule
3B.54 FPP
3B.55 BP 6700
3B.56 ADA Act
3B.57 AP 6360
3B.58 Gavilan College All Location
3B.59 HSFG April 2009
3B.60 MH Student Svc
3B.61 Hollister Std Svc
3B.62 District Projects Priority Order
3B.63 San Benito County projections
3B.64 Status of Budget Guidelines SP 2012
3B.65 Aviation minutes Oct 2011
3B.66 Facility Admin Svc
3B.67 IEC Program Summary
3B.68 All Budget Requests
3B.69 Budget Rankings
3B.71 Measure E Facilities Bond
3B.72 DRC standards
3B.73 District Technology Committee
3B.74 Exec Summary
3B.75 Student Guide to Emergencies
3B.76 SARC Annual Report
3B.77 Ergonomic Evaluations
3B.78 Evacuation Assembly Points
3B.79 Battery Charger Release
3B.80 Rave Order Form
3B.81 Security Activity Report
3B.82 Campus Safety
3B.83 Inst Support Self Study
3B.84 Facilities Priorities
3B.85 Tierra Bella Bike Tour
3B.86 Map of Gavilan College District
3B.87 Gavilan College Site Plan
3B.88 Facility Services
3B.89 California Integrated Waste Management report
3B.90 Evidence of lower crime rates in MH and Hollister than in Gilroy
3B.91 IEC Self-Study Media Services
3B.92 PG&E refund