comprehensive set of best practices, legal requirements, and institutional policies. At the forefront of these efforts is Board Policy 4150, which provides a clear framework for maintaining the security and confidentiality of personnel records [REF: BP 4150]. This policy is supported by Administrative Procedure 3260, which outlines the College's specific responsibilities and obligations in this area, as well as the relevant laws and regulations that must be followed [REF: AP 3260].

Analysis and Evaluation
Foothill College meets the Standard. The security and confidentiality of personnel records are adhered to through Board Policy 4150 and Administrative Procedure 3260. These policies clarify the College's responsibilities, legal requirements, and best practices for maintaining personnel records. Employees have access to their records in accordance with the law.

Conclusions on Standard III.A: Human Resources
Foothill College demonstrates a strong commitment to hiring diverse and highly qualified faculty, staff, and administrators through equitable and transparent processes. In conjunction with the FHDA Human Resources Office, the institution adheres to California state minimum qualifications and verifies applicants' credentials, while also offering support for part-time and adjunct faculty through resources, orientation, and professional development opportunities. Employee performance evaluations and improvement plans contribute to maintaining institutional standards, and staffing levels are regularly assessed. Foothill College promotes equity, diversity, and ethical behavior through its policies, practices, and professional development programs. The College also ensures the security and confidentiality of personnel records in compliance with legal requirements and institutional policies.

Improvement Plan(s)
None needed.

Evidence List
[Provide list of all evidence cited within Standard III.A.]
[Will be listed later.]

B. Physical Resources

1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

Evidence of Meeting the Standard
Foothill College demonstrates a strong commitment to meeting the needs of programs and services through its thoughtful planning and implementation of buildings and facilities. Board Policy 3200 establishes the importance of quality education facilities in providing outstanding educational opportunities [REF: BP 3200]. Both the College and the District engage in participatory planning processes that include input from students, faculty, staff, administration,

and the community ensuring that the diverse needs of the institution are addressed. The California Community Colleges (CCC) Facilities Planning Unit provides support through the review and approval of the District's Five Year Capital Outlay Plan [REF: CCC Facilities Planning Unit Webpage; REF: Five Year Construction Plan]. This collaborative approach allows for a comprehensive understanding of program requirements, as well as the identification of necessary facility enhancements or modifications.

Facilities planning aligns with institutional missions, and emphasizes the provision of high-quality teaching and educational programs to the community. The Facilities Master Plan works in conjunction with the Educational Master Plan, the Technology Plan and the Strategic Vision for Equity, to ensure that facility development is directly connected to the College's overarching goals and objectives [REF: Facilities Master Plan; REF; Educational Master Plan; REF: Technology Plan; REF: Strategic Vision for Equity]. An additional Sustainability Master Plan has recently been adopted by the Board of Trustees and will further help to connect facilities planning to the goals of the College [REF: Sustainability Master Plan]. Further information about the Facilities Master plan is available in Standard III.B.2 and Standard III.B.3.

Major facilities projects are funded through two large Bonds: Measure C and Measure G [REF: Measures C and G Annual Report (20-21)]. Bond Projects are managed by the Citizen's Bond Oversight Committee (CBOC). Further information about bond oversight and accountability can be found in Standard III.B.4.

The Measure C Bond was passed in 2006 for $490.8 million and enables the District to cover the cost for the following:

- Upgrade electrical, heating, ventilation, and fire/seismic safety systems
- Repair leaky roofs
- Improve access for people with disabilities
- Repair/expand classrooms for nurses/paramedics
- Upgrade technology
- Repair, construct, acquire, and equip buildings, classrooms, libraries, sites, science/computer labs

The Measure G Bond was passed in 2020 for $898 million and enables the District to cover the cost for the following:

- Upgrade facilities preparing students/veterans for university transfer and careers in fields such as healthcare, nursing, technology, and engineering/sciences
- Upgrade and repair aging classrooms as well as labs for science, technology, engineering/math related fields of instruction
- Acquire, construct, and repair facilities, equipment, and sites

The College's physical resources support its objectives, improving campus connectivity, enhancing efficiency, and addressing program needs while prioritizing security and safety. Construction and retrofitting projects comply with California Environmental Quality Act (CEQA) requirements [REF: CEQA Report]. All major facilities' plans go to the Division of the State Architect to be evaluated for accessibility compliance. Additionally the District has hired a

consultant firm to compile and implement a comprehensive ADA Evaluation and Transition Plan [REF: Award of Contract to Consultant Firm (Dec '22)].

Foothill College is dedicated to maintaining safe facilities, with safety concerns addressed through changes in facilities, procedures, policies, processes, and behavior modifications. The District maintains a Police Department staffed with highly trained officers to help protect the safety and ensure security of students, staff, their property, and the property of the District. FHDA Police Officers have completed a series of tests and education mandated by California POST and maintain annual training to remain certified. Additionally, officers receive various types of in-service and continuing professional training related to the specific needs of the campus on an ongoing basis [REF: Police Training Site]. Emergency Operations Centers, equipped with resources and powered by backup generators, provide secure locations to operate and direct activities during emergencies. Emergency procedures are posted throughout the campus and on the District Facilities website [REF: Emergency Procedures]. An annual Safety and Security Report is produced and shared publicly to encourage transparency [REF: 2022 Safety and Security Report].

The Office of Facilities and Operations organizational chart outlines the staffing levels and responsibilities of all facilities and operations personnel, and demonstrates adequate operational and maintenance capacities [REF: Facilities Org Chart]. Service requests are documented and completed through a work order system [REF: Service Requests Webpage]. The District has adopted an Injury and Illness Prevention Program (IIPP) that describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and record keeping [REF: Injury and Illness Prevention Program].

To address equipment replacement and maintenance, Foothill College relies on a combination of funding sources, such as general funds, grants, Perkins funds, and bond measures. Through Participatory Governance and the program review process, various committees provide input and feedback on equipment needs, ensuring that decisions reflect the requirements of specific programs and services. These groups and processes are outlined in Standard III.B.2.

Analysis and Evaluation

Foothill College meets the Standard. The institution ensures safe and sufficient physical resources at all locations. The College's facilities are constructed and maintained to provide access, safety, security, and a healthy learning environment. Safety is prioritized through funding from Measure C and Measure G Bonds, and strategic planning through the Five-Year Capital Outlay Plan and Facilities Master Plan. Equipment maintenance is funded and managed through Participatory Governance processes.

2. **The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.**

Evidence of Meeting the Standard

Foothill College is dedicated to providing physical facilities and resources that align with the needs of its students, programs, and mission. The College facilities plan is embedded in the District Facilities Master Plan and serves as a roadmap for future campus development, describing how facilities will evolve to support the educational goals outlined in the College's Educational Master Plan [REF: Facilities Master Plan]. The capital outlay process, a crucial part of facilities planning, ensures that projects eligible for state funding are identified.

As part of the capital outlay process, the District produces and relies on two primary documents: The Space Inventory and the Five-Year Construction Plan. The Five-Year Construction Plan communicates the capital outlay needs of the District for the upcoming five years [REF: Five Year Construction Plan]. This plan considers factors such as educational plan statements, inventory of existing space, enrollments, instructional staff, and projected facility projects, reflecting a thorough consideration of program and service requirements. Meanwhile, the Space Inventory offers detailed information on each room and building within the District, including size, type, use, and program association [REF: Space Inventory].

Initial Project Proposals (IPPs) are submitted annually to the State Chancellor's Office, providing an overview of each project's concept and impacts on space [REF: Smithwick Theater Renovation IPP]. Based on this information, efforts are made to determine which projects should advance to more detailed planning and development. The State Chancellor's Office then notifies the District of the IPPs to develop into Final Project Proposals (FPPs), which are due the following February. The FPPs outline project justifications, final scope, and estimated costs for implementation across all acquisition, infrastructure, facility, and systems projects [REF: Foothill PE Complex FPP].

Upon project identification, an architectural firm is awarded a contract and collaborates with end-users, facilities staff, the Bond Director, and the construction management team [REF: Board Meeting Minutes 1/9/23- Award of Contract]. This collaboration results in architectural programming documents that outline design requirements, ensuring that facilities planning is responsive to the specific needs of programs and services.

Environmental Sustainability is a priority of the College and the District and, as such, an Energy and Sustainability Advisory Committee was established to promote environmental sustainability [ESAC Website]. The Sustainability Action Plan guides college decision-making on Facilities Operation and Sustainable Building Practices [REF: Sustainability Action Plan].

The College employs a Participatory Governance approach to involve stakeholders in the assessment, planning, and coordination efforts for effective utilization of space, equipment maintenance, upgrades, new construction, and asset management. The Measure C and G website lists the status and schedule of college projects, and regular progress updates are provided to the Board of Trustees [REF: Measure G Master Projects List Report 11/21]. The Citizen's Bond Oversight Committee reviews these projects for financial accountability [REF: Citizen's Bond Oversight Website]. Updates on Facilities are regularly communicated to the Academic Senate and Participatory Governance [REF: Measure C and G Presentation; REF: Academic Senate Minutes ; REF: MIP-C Minutes]

The College's program review process allows programs to identify and request equipment in need of replacement and maintenance [REF: Budget Request Form]. Requests are discussed, and resources are prioritized and allocated in program-specific budget meetings led by the Vice President of Finance and Administrative services with Deans, faculty, and staff [REF: 22-23 Annual Budget Requests]. This inclusive and transparent process ensures that facilities planning is conducted in a manner that remains true to the College's mission and supports the diverse needs of its programs and services.

Analysis and Evaluation

Foothill College meets the Standard. A commitment to planning, acquiring, maintaining, and upgrading its physical resources is demonstrated through the District Facilities Master Plan and the capital outlay process. The College employs the Five-Year Construction Plan and Space Inventory to effectively oversee its facilities, while engaging stakeholders in the decision-making process using a Participatory Governance model. Additionally, the College prioritizes environmental sustainability, as evidenced by the establishment of the Energy and Sustainability Advisory Committee and the Sustainability Action Plan. The program review process and inclusive budget meetings ensure that facility planning meets the various demands of its programs and services while staying true to the College's mission.

3. **To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.**

Evidence of Meeting the Standard

Foothill College consistently evaluates its facilities and equipment usage, implementing improvements based on the results of these assessments. The District Plant Services Department, located on the Foothill College campus, oversees daily maintenance and operations to ensure that facilities remain functional and well-maintained. Facilities inspections of all locations, which include elevators, equipment, fire alarms, and sprinklers, are conducted regularly [REF: Elevator Inspections (Zip File); REF: Fire Alarm Inspections; REF: Sprinkler Inspections]. An online work order system allows for efficient reporting and prioritization of facility issues, with health and safety concerns receiving the highest priority [REF: Services Requests Web Page].

Facility Condition Assessment reports are completed in order to evaluate the current state of District Facilities, to identify deferred maintenance deficiencies and recommend improvement timelines and costs. These comprehensive reports include assessment of the following: exterior and interior architecture, structural, roof, fire protection, plumbing, mechanical, electrical, communications and civil systems. The most recent Facilities Condition Assessment was completed in 2021 [REF: Facilities Condition Assessment for 1900 bldg].

The primary method for evaluating facility usage across the District is the annual submission of the Five-Year Construction Plan to the State Chancellor's Office [REF:5 Year Construction Plan]. This comprehensive report examines various measures of facility utilization, identifying areas for improvement and providing a global perspective on space usage. It evaluates the efficiency of facility scheduling efforts and includes an annual summary of current and proposed

capital outlay projects, based on the capacity-to-load ratio for five space categories: lecture, lab, office, audio-video/television, and library. Additionally, annual Space Inventory reports provide detailed information about the capacity, resources, and efficiency of use for each room [REF: Room Report; REF: Report 17].

The Facilities Master Plan is developed using the results of the evaluations from the Five-Year Construction Plan and Space Inventory Reports, as well as information gathered from surveys and focus groups [REF: Feb 23 MIPC Minutes] . The 2021-2026 Facilities Master Plan for the College indicates a potential excess of space for lecture, laboratory, and office spaces, but showed additional need for library/study and instructional media space. The report suggests renovating and repurposing spaces to meet these needs. Additional surveys and focus groups indicated a shift in learning that has taken place during the pandemic, with a focus on virtual learning, outdoor study, and a greater variety of on-campus study options. Students' comments focused on equity issues around gender neutral restrooms and improved paths of travel. The facilities master plan addresses these evaluations with plans to improve a sense of welcome and belonging on campus, improve paths of travel through the campus, create outdoor learning areas, and develop flexible spaces for learning and studying with improved access to student services [REF: Facilities Master Plan]. Measure G Bond money has been allocated to these plans and work is in progress[REF: Measure G Projects Report Dec. 2022].

Baccalaureate Programs

The dental hygiene program review process includes resource requests [REF: DH Program Review]. Requests are reviewed in meetings that involve all stakeholders, and funding sources for approved items are identified [REF: 22-23 Annual Budget Requests]. Information about all budget requests is presented to Foothill College's Participatory Governance called Mission Informed Planning Council (MIPC), and is approved by the College President. [REF: 21-22 Annual Budget Requests Presentation (*may want to update)*].

Analysis and Evaluation

Foothill College meets the Standard. The institution engages in ongoing evaluation and improvement of facilities. The College conducts regular facilities-inspections and utilizes an online work order system to address issues efficiently. Facility usage is evaluated through the Five-Year Construction Plan, annual Space Inventory reports, and the Facilities Master Plan, which takes feedback from surveys and focus groups.

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

Evidence of Meeting the Standard

The Foothill-De Anza Community College District Board of Trustees recognizes the significance of quality educational facilities and the allocation of sufficient resources for their upkeep. Board Policy 3200 establishes four key priorities: 1) ensuring the health and safety of students, faculty, and staff; 2) supporting teaching and learning activities; 3) implementing routine, scheduled maintenance; and 4) planning for the future through remodeling and new construction, and addressing the evolving needs of students and the community [REF: BP3200]. The Chancellor or their designee is responsible for devising plans and procedures for the maintenance and

improvement of the District's facilities, in alignment with the Board's adopted philosophy and priorities statement. Reports on the condition of district facilities are submitted to the Board.

Long range capital projects for the College are primarily funded through Bond Measures. These projects are the result of the Facilities Master Plan, which is guided by facilities assessment and space use reports, program review data, and input from constituencies through surveys, focus groups, and public hearings [REF: Facilities Master Plan]. Bond Projects are directly linked to identified institutional needs and goals from the Facilities Master Plan [REF: FMP and Measure G Projects List]. Both the Facilities Master Plan and the identified bond projects are aligned to support college goals and district strategies. Sustainability policies and practices are considered a core issue in new development projects, influencing programmatic requirements. Strategy Priority #5 of the District Strategic Plan places an emphasis on creating a learning environment and learning spaces that focus on being environmentally friendly as well as fostering student engagement [REF: District Strategic Plan (*Page 6*)]. These policies and practices are managed by the Sustainability Action Plan and guide the project planning process [REF: Sustainability Action Plan]. Final Project Proposals include considerations of both current and future costs for projects [REF: Foothill PE Complex FPP *(Page 32)*].

Upon approval of a capital project, the District engages an architectural design firm that considers performance, spatial, educational, and regulatory requirements. The construction design process consists of three phases: schematic, design development, and construction documents. Each phase allows for review, comments, and reconciliation of cost estimates [REF: Step By Step Facilities Project Demonstration]. Reports and updates on projects are regularly presented to the District and the College to encourage transparency and feedback from all constituencies, and to ensure that projects remain aligned with program goals [REF: Measure G Update Presentation; REF: MIPC Minutes Jan 20]. All revisions to project costs are presented to and approved by the Board of Trustees [REF: 22-23 Q1 Bond List Revisions].

The Citizen's Bond Oversight Committee (CBOC) oversees bond spending, meeting quarterly to review bond-related projects, ensure alignment with community needs, advise on public engagement strategies, and communicate with stakeholders [REF: CBOC Minutes Dec 2022]. The committee's annual report confirms the District's full compliance with financial and performance audits [REF: Annual Report]. In combination with the Audit and Finance Committee, the work of the CBOC ensures that established processes and procedures are maintained in current and future projects to uphold regulatory compliance, design integrity, and fiduciary responsibility.

Analysis and Evaluation

Foothill College meets the Standard. Board Policy 3200 ensures that long-range capital plans take total costs of ownership into consideration. Final Project Proposals, approved by the Board of Trustees, include considerations of both initial costs and maintenance costs for facilities. Sustainability policies and practices are central to new development projects, as outlined in the District Strategic Plan and managed by the Sustainability Action Plan. The construction design process includes multiple phases to review and reconcile cost estimates. The Citizen's Bond Oversight Committee (CBOC) and the Audit and Finance Committee collaborate to maintain