

8. PHYSICAL RESOURCES

DESCRIPTION

Located on an attractive 44 acre site, Mohegan Community College has a well-built, well-maintained physical plant, consisting of three interconnected buildings constructed in 1965. Extensive improvements have been made during the past three years, and plans have been drawn for a major addition and renovation project which is planned for completion in the next five years. The College also uses space at Waterford High School for classes. Our programs at the Naval Submarine Base were recently relocated in a building with improved classroom facilities.

During the past three years the following major improvements were made to the physical plant:

Major capital improvements - new roofing installed on all buildings; creation of the Learning Resource Center by renovating and expanding old library space; complete repair and resurfacing of all college parking lots.

Office and Classroom renovation - Registrar's Office; Dean of Instruction Office Suite; President's Conference Room; Admissions Counselor's Office; Faculty Conference Room; Child Care Room; Storage Room for Theater Arts program; two annex classrooms; Paramedic Office; Accounting, Payroll, and Data Processing Office Suite; Student Services Office Suite; new window blinds for all offices and classrooms; new carpeting and lighting in faculty and student service areas.

Grounds and Access - Creation of a new parking lot for students, installation of a bus shelter, walkways, reservation and designation for handicap parking, installation of public telephones, new garage doors, replacement of underground LPG tanks, gazebo and landscaping improvements.

Building maintenance is under the direct supervision of the Dean of Administration. Day-to-day maintenance and other operating costs are paid for from an annual operating expense budget. Deferred maintenance and most equipment purchases are made with multi-year capital funds. These capital funds plus required minimum balances in the Educational Extension fund and Auxiliary Services fund provide the College with a limited reserve to meet contingencies. However, no major contingency expenses are anticipated at this time.

An in-service training program is provided for the maintenance staff, and personnel are encouraged, and at times assigned, to attend to develop requisite skills. A building superintendent maintains preventive maintenance and cleaning schedules. An automated work-order system is in place to facilitate unscheduled repairs or maintenance and to track completion of these requests. Standing contracts are in place with construction trades to provide assistance when necessary for repair or renovation work beyond the capabilities of regular maintenance staff.

Contractual agreements and memoranda of understandings exist between the College and the following agencies:

Waterford High School

New London High School
U.S. Navy Submarine Base
Opportunities Industrial Center
Niantic Correctional Center

In addition, the Business Services Network provides one time training events on an ad hoc basis at various business locations in the surrounding service area.

During the school week, both day and night, Mohegan facilities are fully assigned, necessitating the proposed addition to accommodate continuing institutional growth. In addition, outside use of college facilities is encouraged for all public and nonprofit organizations in the community. Policies governing use and applicable charges have been developed to cover the various types of use involved.

The existing facilities were originally designed for and constructed to provide secondary education; and therefore, are basically adequate to the mission of the College. However, enrollment has exceeded the parameters of the original design, and space limitations have become an increasing problem. The buildings are maintained and improved in compliance with State of Connecticut procedures and in conformance with all codes governing the use of equipment, constructional materials, electrical appliances and hazardous substances.

In the last three years a number of improvements have been made to increase the accessibility of the campus to students with handicapping disabilities. Among the alterations are the designa-

tion of handicap parking areas; installation of handicap ramps and power assisted door openers for designated building entrances and to the doors of the Learning Resource Center; installation of handicap railing along all hallways; the purchase of emergency evacuation equipment for handicapped persons; providing ready elevator access to handicapped students to enable easy movement to classrooms on different floors; and a program to begin the purchase of handicap seating and tables for classroom use on each floor. A Disabilities Task Force functions as a standing committee to review progress toward goals developed in the Handicap Access Study, provide assistance in the resolution of newly discovered problems, and afford advocacy for these concerns in future renovations and construction. Not all areas of the campus are handicap accessible, but within the constraints of available resources, progress is being made toward full access to the facilities.

Campus safety concerns have been addressed in three documents prepared for administrative use. These are: Fire Safety and Handicap Access Studies; a Safety and Security Procedures Manual (currently in draft form) and a "Right to Know" Program on Hazardous Materials (also in the development stage). These documents will provide administrative guidance and alert students and staff to campus safety concerns. In addition, emergency evacuation plans are posted in every classroom and office; fire extinguishers, emergency lighting and alarm systems are routinely checked and maintained, as is the campus elevator which is under contract for periodic safety inspections. Safety in the instruc-

tional laboratories is a high concern of faculty and administration, and while the laboratories are not considered equal to modern college laboratory requirements, the replacement of lab equipment receives a high administrative priority to maximize instructional benefit and user safety. Adequate laboratory space and equipment is a high priority for the proposed renovation and new construction being planned.

Campus security is considered adequate to the low incidence of crime and vandalism in the campus area and on the College grounds and facilities. Basic security of the building and equipment is maintained by the presence in the building of maintenance staff during and after classroom instructional hours. Access is controlled by issuance of keys on a need to use basis. A log is maintained of after hours entrance to the building. Equipment is assigned to staff, and use is supervised by appropriate administrators. Policy governing the use of equipment for private use has been adopted. All equipment is inventoried; retired equipment is accounted for and shipped to the State Central Warehouse for disposal. Academic and institutional records are retained per State of Connecticut requirements. Additional storage space for records and provision for retention via microfilm mediums are planned as part of future development of physical space.

There is no history of violent crime on campus for at least the past five years and only one incident of threatening graffiti. The College maintains a close working relationship with both the Norwich Police Department and the State Police in dealing with

potential and actual problems. A campus security guard is employed during evening hours and during events where crowd control is a safety consideration. An evening administrator provides assistance to students seeking escort service to their parked vehicles and other personal concerns. Exterior lighting has been improved around the building and in the parking lots to provide high visibility in these areas at night. Safety programs and literature are provided, addressing such concerns as acquaintance rape, AIDS, and parking lot safety. The College has issued appropriate Right to Know information for 1991 in conformance with federal legislation requiring disclosure of crime figures. The only reportable crimes on campus during that period were seven incidents of minor theft (larceny), primarily losses of purses and items taken from vehicles. Individuals involved are asked to report these personal losses directly to the Norwich Police Department. Two of the 1991 thefts reported involved the loss of College equipment. Five such incidents have been reported in the last three years including two VCR's, one microwave, one amplifier and a portable hand truck. These losses of state property are reported both to the police and to the State. The single major crime on campus in the last few years was the break-in of faculty offices during the summer of 1990 and the theft of about \$3,000 - \$5,000 in books. To help prevent this type of problem in the future, uninvited campus visitors and vendors are directed to the Dean of Administration's office to register before entering the office complex.

The College endeavors to maintain a healthful environment for the students and staff. By action of the governance body, the campus was declared to be a smoke free environment with the exception of two limited smoking areas. These are equipped with ionizers and increased ventilation to minimize exposure to secondary smoke by nonsmokers. Campus lighting has been significantly improved to the benefit of campus staff and students. The College has made significant efforts to comply with State of Connecticut requirements concerning immunization against measles and rubella and provides low cost clinics to provide vaccinations for entering students lacking adequate immunization. Heating systems have been improved for campus offices and air conditioning provided on a limited basis for certain campus areas. Air conditioning filters are routinely cleaned and inspected each season. Heating and air conditioning improvements will be incorporated in the future renovations and new construction. The College participates in various recycling programs, both voluntary and those mandated by the State of Connecticut. In addition, the College sponsors both credit programs and student activities directed to environmental protection and conservation.

A master plan for long-range campus development was created in 1987 by a team of professional consultants and has been incorporated into the subsequent planning processes for the institutional goals and preventive and deferred maintenance programs. By periodic review of these instruments, the master plan is adjusted in the light of current needs and available resources.

For the last two years, a comprehensive planning process has been underway with input from all departments for the addition of 22,000 assignable square feet of new building space and approximately 30,000 assignable square feet of renovated space in the existing facilities plus approximately 350 additional parking spaces. Using this planning information, architects have just completed the preliminary plans for these new additions and renovations. These plans will be available to the team.

In addition to these comprehensive planning vehicles, day to day concerns are addressed by way of the governance structure and have resulted in notable improvements such as the smoke free campus environment, the construction of a bus shelter, and campus beautification projects such as the ornamental gazebo and associated plantings. In order to ensure continuing improvement in the area of handicap access, a Disabilities Task Force was created in 1990 and is responsible for ongoing assessment and advocacy in improving campus accessibility to all persons.

The following documents related to physical resources will be available for review: Master Plan Study of Mohegan Community College - June 1987; Deferred Maintenance Plan; Plan to Expand Opportunities for People with Disabilities - June 15, 1990; Fire and Handicap Code Study - January 2, 1990; Draft of Safety Procedures Manual; Institutional Security Policies and Crime Statistics; Layout of Physical Facilities; Facilities Usage Fee Schedule.

APPRAISAL

Within a limited budget, Mohegan has prudently managed to maintain and improve the physical resources and has developed long-range plans for both maintenance and capital improvement. One major shortcoming is an inadequate number of maintenance staff and a continuing difficulty to fill vacant maintenance positions.

Additional, inadequate space has had an impact in many areas. We have had to limit use of the building by the outside community. We have completely exhausted adequate office space for faculty and staff. The lack of sufficient classrooms to meet our significant enrollment growth has affected the schedule of the courses offered during the regular academic year. The lack of effective air conditioning/heating in major spaces such as the auditorium, lobby and cafeteria has greatly decreased the use of those areas.

PROJECTION

While a high degree of uncertainty exists regarding the final shape of higher education in Connecticut, and the impacts that mandated reorganization may have on the College, the administrative team is committed to the long term goals expressed in the several planning documents listed above. While the effect of fiscal constraint and reorganization cannot be minimized, an even more profound change will be the completion of the renovation and new construction anticipated for 1995. An ongoing commitment to high level planning for this new physical resource is recognized as

crucial to the effectiveness of the College in the coming decades.

Throughout the Spring 1992 semester, the Building Committee met weekly with the architectural firm of Max O. Urbahn and Associates which is responsible for the design of the new facility. In Division meetings during May, the staff of the College was shown preliminary blueprints. It is clear that the basic design will help us meet the needs of our growing student population, contemporize our Science facilities, and provide additional areas to meet the needs of our community.

To paraphrase Frank Lloyd Wright, "Man shapes his buildings, and in turn is shaped by them." Recognizing the relevance of this observation, Mohegan is resolved to provide the best possible plans consistent with a comprehensive, long range view of the educational mission of the College.

Projections for 1992/93 include the following major objectives which are specified in the College's Institutional Plan:

- 1) Develop and issue preliminary plans for temporary location of offices and conducting of business during construction. Identify required temporary equipment changes such as telephones, computers, etc.
- 2) Carefully coordinate College's deferred maintenance plans with the foregoing new construction and renovation planning. Move forward with all projects that will not duplicate or interfere with these new construction/renovation efforts.

- 3) Complete review, revision and issuance of comprehensive safety and emergency procedures manual for all college programs and "Right to Know" program on all possible hazardous materials on campus.
- 4) Renovate existing day care facilities to provide improved operating/care conditions.
- 5) Begin work on restoration/renovation of locker room and showers to provide basic support for limited physical fitness programs.
- 6) Continue to use and enhance recently developed Maintenance Tracking system. Modify system to provide separate procedures to request room set-ups and deliveries to enable faster service.
- 7) Work closely with architects and all staff to achieve optimal results in designing the new addition. Closely monitor plans to insure completion and provide appropriate feed back to all interested parties.
- 8) Contract for acquisitions and installation of a total replacement telecommunications system for the College.