CHAPTER: Business and Administrative Services

Buildings and Ground Maintenance and Operations

III.B SYNOPSIS:

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1. Buildings and Grounds Maintenance
   a. Facilities Maintenance Inventory

      An inventory of the facilities maintenance requirements of the District shall be maintained and reported annually to the Board. Applications for matching funds shall be identified from among the inventoried maintenance requirements.

   b. Facilities Deferred Maintenance Plan (See Procedure III.B-01.b)
   c. Fire Equipment and Extinguisher Care (See Procedure III.B-01.c)
   d. Responsibility for Maintenance of Equipment (See Procedure III.B-01.d)
2. Buildings and Grounds Operations

"Operations" is the normal cleaning, regulating, and routine upkeep of the buildings, grounds, and parking.

a. Flag Display

The rules for displaying the American flag at district locations shall be those outlined in official U.S. government publications such as "Our Flag," distributed by the U.S. Marine Corps.

The American flag will be flown Monday through Friday when the College is in session. The American flag will be flown at full-staff on all occasions except when half-staff is directed or suggested by:

- The President of the United States or the Governor of California;
- The Governing Board of the District;
- The Superintendent/President of the District, in keeping with memorial holidays.

b. Off-Campus Facilities Use (See Procedure III.B-02.b)

From time to time the District may offer instructional programs in leased facilities at non-district locations.

Whenever feasible these facilities will be obtained from cities or local school districts. The Business and Administrative Services Office will finalize all contractual arrangements.

c. Smoking on Campus

MiraCosta Community College District is dedicated to providing a healthy, comfortable and productive work environment for its employees and students. This goal can be achieved only through ongoing efforts to protect non-smokers and to help employees and students adjust to restrictions on smoking. In support of this goal, smoking is prohibited in all interior spaces at all district locations. Smoking is not permitted in district-owned vehicles. Sanctions will include, but not be limited to, termination of employment for faculty and staff to suspension and expulsion for students.

Smoking shall be permitted outdoors, in clearly marked designated smoking areas only, with the exception of the west patio of the Oceanside Student Center, which has been designated a non-smoking area. Signs will be posted at each campus and denoted in campus maps.
The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the area vice president for a final decision. In all cases the right of a nonsmoker to protect his/her health and comfort will take precedence over an employee’s and student’s desire to smoke.

Copies of this policy will be distributed to all employees and students. Signs displaying the following statement will be posted at all building entrances: "Smoking prohibited in this building." The west patio of the Oceanside Student Center will be a posted non-smoking area.

The Human Resources Office will maintain a current listing of stop-smoking programs available to staff.

Most of the programs offered will be at no cost to the employee. As a fringe benefit, the District will pay up to $150 of the cost of a stop-smoking program for regular employees, for one time only.

Students can contact Student Health Services for information regarding smoking cessation programs.

d. Use of College Facilities

MiraCosta College is designated as a civic center as described in the Education Code and the college facilities are made available for use by the community. Rules and regulations governing the use of these buildings will be formulated by the administration, approved and published by the Governing Board.

Use of school facilities by outside groups for public dances is not permitted.

e. Building Security (See Procedure III.B-02.e)

f. Building Use Setup Requests (See Procedure III.B-02.f)

g. Operations Support Charges and Overtime Authorization (See Procedure III.B-02.g)

h. Drinking or Eating in Classrooms and Public Areas (See Procedure III.B-02.h)

i. Issuance and Accountability for Keys and Access Cards (See Procedure (III.B-02.i)

Regular employees and associate faculty members requiring access to locked District spaces for the performance of their duties shall be issued keys and/or access cards authorizing access to and responsibility for unlocking and locking the door(s) to said areas at the beginning and conclusion of their work assignment(s).
All regular employees and associate faculty shall immediately report lost or stolen keys/access cards to campus police and their immediate supervisor. Regular employees and associate faculty members shall be financially responsible for the cost to the District for replacement of lost or stolen keys/access cards and lock cores at $100 for each core replacement up to $1,000 for any one loss of keys regardless of the number of lost keys. The employee’s department(s) shall also be held financially responsible for the loss of property from District spaces left unsecured as a result of any unreported lost or missing keys and/or access cards.

All decisions regarding the need to re-key the facilities due to lost or stolen keys shall be at the direction of the division Vice President and Superintendent/President.

Temporary classified employees and student workers will not be issued keys.

j. Student Use of Buildings (See Procedure III.B-02.j)
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   Facilities Planning and Construction

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1. **Five-Year Facilities Plan**

With input from appropriate staff members, the Vice President, Business and Administrative Services, prepares annually a five-year plan that shall be reviewed and recommended to the Superintendent/President by the Planning and Budgeting Council. The plan shall be reconciled with the District's master plans for all its locations. The plan is submitted by the Superintendent/President to the Board of Trustees for approval by June 1 of each year in order to comply with Title Five regulations.

2. **Facilities Master Plan**

The Vice President, Business and Administrative Services, shall prepare a master plan of the District’s facilities needs for the instructional and support programs. The plan is to reflect the District’s educational master plan. To the extent feasible, the plan will anticipate funding sources for facilities acquisition and construction. The plan is to include subsidiary plans for the ultimate utilization of each location currently owned by the District. It will identify any further site acquisitions or dispositions.

3. **Naming of Buildings and Honorary/Memorial Gifts**

Buildings and other campus facilities shall generally be named in a manner descriptive of their functions. At its discretion, the Board may name buildings and other facilities in honor and recognition of individuals providing significant contributions to the College. The honor shall be conferred posthumously only, except in cases where significant funding is offered for construction of new facilities, major renovations, or additions.

Decisions to name buildings or facilities after an individual as a result of non-monetary contributions shall be made under circumstances free from emotion and transitory pressures. Therefore, at least a year should elapse between the time of the first written proposal to the Board and the time when further action is taken.
The college may accept memorial or honorary donations from private individuals for the purchase of furniture, equipment, etc. These items may be identified with a plaque honoring or memorializing an individual designated by the donor. Donations will be made through the college foundation. Proposals for memorial and honorary gifts will be evaluated by appropriate college and foundation staff and approved by the President’s Cabinet.

4. **Facilities Space Inventory**

The Vice President, Business and Administrative Services, oversees the preparation and submittal annually to the Chancellor of the Community Colleges of a current inventory of the District’s facilities space and capacities. The inventory classifies the space by function, area, and location. The District’s facilities master plan and five-year plan are to be based upon and consistent with the inventory.

5. **Public Art (See Procedure III.C-05)**

Recognizing that it is the responsibility of institutions of higher education to foster culture and the arts, MiraCosta endeavors to incorporate works of art into its campus environments. Such art can take a variety of forms and its selection will take into consideration the site, context and audience. Art may also possess functional as well as aesthetic qualities. Art chosen for public display, whether indoors or out, shall reflect considerations of diversity among artists, their media, subject matter, etc. Art purchased for the college shall be added to its art inventory.

By allocating one percent of the direct construction cost of new buildings or remodels of existing buildings costing one million dollars or more to the purchase of art, MiraCosta’s campus environments will be aesthetically enhanced. Depending on the availability of financial resources, the college may also budget funds to purchase artwork not connected to building projects. The college may also choose to accept donations of artwork.

Faculty artists shall be encouraged to lend their works for public exhibition at the college. These works shall be identified as being “on loan by faculty artist, (name).”

Artwork shall not be purchased from district funds for display in public places without following this policy and its accompanying procedure, except items voluntarily lent by faculty members.

6. **Management of Vacated Space: See Administrative Procedure III.C-06.**