

CRITERION TWO –

The institution has effectively organized the human, financial, and physical resources necessary to accomplish its purposes.

CHAPTER 7 –

Physical Resources

CHAPTER 7 – *Physical Resources*

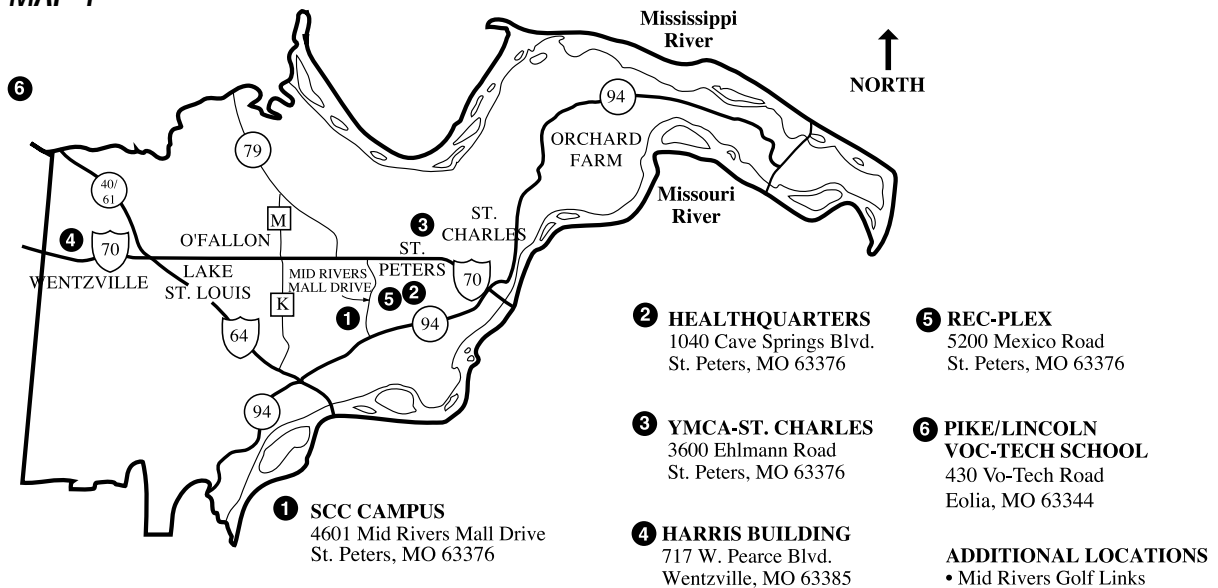
GENERAL DESCRIPTION

LOCATION AND ACCESS

St. Charles Community College is located in Cottleville, Missouri, on a single campus at the geographic and population center of St. Charles County. It is situated conveniently on Mid Rivers Mall Drive, a major artery that connects to Interstate 70 (3 miles away) and Interstate 64 (U.S. 40/61) via Highway 94 (two miles away). A two-lane road, St. Peters-Cottleville Road, extends through college property. Map 1 shows the location of the SCC campus in St. Charles County as well as several off-campus instructional/program delivery sites.

St. Charles County SCC Locations

MAP 1



St. Charles County is found within the western wedge formed by the confluence of the Mississippi River to the north and the Missouri River to the south, thus the designation “mid rivers” for many county institutions and geographic features. Historically, the region is important because of its role as the starting point for westward expeditions and expansion of Euro-American culture including expeditions and/or settlement by Lewis and Clark, Zebulon Pike, Daniel Boone, and others. Originally the county featured gently rolling hills covered in woodland and prairie. Heavy agricultural use during most of the 20th century has rapidly given way to urban/suburban development within the last 10 years.

Currently, there are four entrances to the campus (Map 2). The two main entrances are located on Mid Rivers Mall Drive. Two entrances are located on St. Peters-Cottleville Road. Within the next two years, a second major artery, to be called College Boulevard, will extend through the campus along its southern boundary to intersect with Mid Rivers Mall Drive. When the project is completed, a primary entrance on Mid Rivers Mall Drive will be closed and a new major entrance on College Boulevard will take its place. St. Peters-Cottleville Road will be abandoned by the county at that time, closed to public use, and become part of the SCC campus. See Map 4, *Master Plan*, for the proposed location of the new road and entrances.

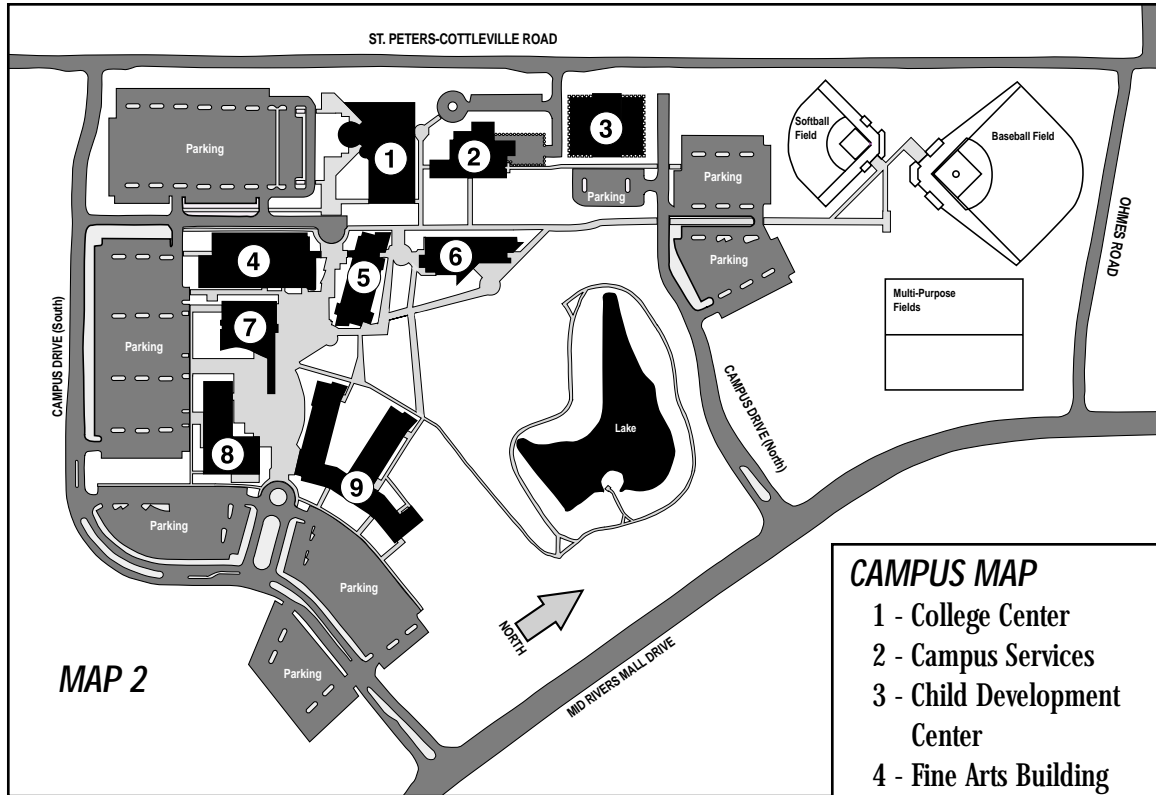
Note:

For purposes of this report, “campus” refers to the portion of the “college property” currently in use for academic and community purposes. “College property” refers to all contiguous land owned by the College including the “campus” and the other land not currently developed to meet the College’s mission.

(For a more thorough discussion of issues concerning the reconfiguration of campus roadways, please see the complete Physical Resources Committee report in the Resource Room—Exhibit A.)

The college property is set in a rapidly developing suburban area that until recently was largely farmland. Large commercial enterprises such as department, discount, and grocery stores and high-tech business complexes such as MasterCard and WorldCom are located nearby. In addition, many new high-cost suburban housing tracts have been developed near the campus in the last 10 years.

SCC CAMPUS



MAP 2

CAMPUS MAP

- 1 - College Center
- 2 - Campus Services
- 3 - Child Development Center
- 4 - Fine Arts Building
- 5 - Cont. Education/ Acad. Center
- 6 - Technology Building
- 7 - Learning Resource Center
- 8 - Student Center
- 9 - Acad./Admin.

CAMPUS AREA

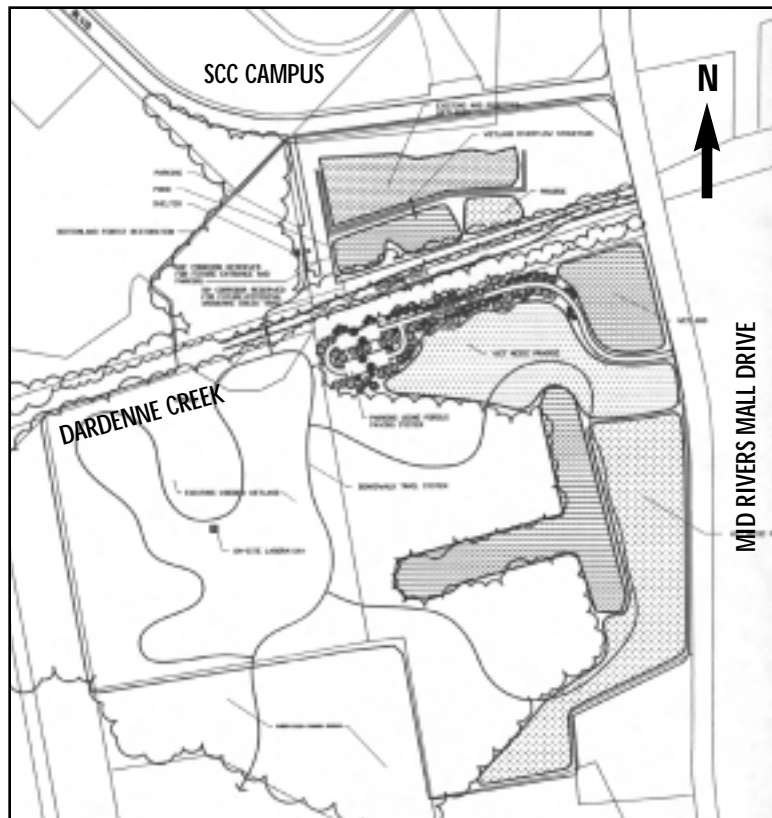
The college property consists of 222 acres (Table 1) and includes 87 acres of farmland acquired in 1998-99 for the purpose of reserving the land for future expansion. The additional 87 acres were acquired in four separate transactions. Much of this land continues to be farmed. Twenty-five acres of athletic fields and about 10 acres of buildings and walkways represent most of the developed areas of the campus. The remainder of the campus area includes large expanses of ornamental landscaping mixed with former agricultural land that has been left to succeed to natural woodland and riparian (riverbank) habitat, especially along Dardenne Creek, a major stream that borders the property on the south. The Dardenne, known as the Dardenne River before the 20th century, drains a watershed that covers almost the entire county into the Mississippi River to the north. Currently, the health of the Dardenne Creek is under intensive study by local, state, federal, and international entities because of its importance to the region and the many threats to its health from rapid development along its banks and is under consideration by the Department of Natural Resources to be listed as a section 303(d) “impaired stream.” (See Exhibit B.)

Campus data

AREA	SIZE	UNIT
Campus total	222	Acres
Athletic fields	25	Acres
Buildings	9.7	Acres
Walkways & plazas	7.25	Acres
Parking areas	1,773	Spaces
	3.75	Acres
Farmed land	80	Acres
Wetlands (next to campus)	36	Acres
Roads	2.4	Miles
Walking trails	0.75	Miles

Just across (and slightly west of) the southern edge of the property (along Dardenne Creek) is an additional 36 acres of statutory (federal) wetlands. The College maintains limited usage rights for this area per an intergovernmental agreement between the College, the City of Cottleville, and the U.S. Army Corps of Engineers. The College intends to use this tract as part of an outdoor classroom environment for learning and recreation. Map 3 shows an early concept of the Outdoor Classroom Project that also includes a potential donation of, or use permit for, land on the far side of the creek. (See Exhibit C.)

**CONCEPT FOR
OUTDOOR CLASSROOM
PROJECT**



MAP 3

CAMPUS BUILDINGS

The campus includes nine buildings directly related to college function. In addition, college property includes two residences now leased to employees and two barns, acquired with the recent land acquisition previously mentioned (Table 2). The campus uses the educational village concept in which buildings are clustered together.

Building data

BUILDING NAME	AREA (SQ. FT.)	COST (TOTAL)	COST/ SQ.FT.	REPLACEMENT COST	YEAR OPENED
Academic/ Administration	117,800	\$9,867,738	\$83.77	\$89.23	1991
Continuing Ed./ Academic Center	41,874	\$3,188,505	\$76.15	\$101.76	1996
Student Center	38,115	\$3,673,071	\$96.37	\$100.00	1991
Learning Resource Center	45,514	\$4,165,274	\$91.52	\$92.20	1991
Fine Arts	44,100	\$4,574,405	\$103.73	\$106.28	1996
Campus Services	19,990	\$2,532,826	\$126.70	\$111.80	1991
Child Development Center	14,950	\$2,219,000	\$148.43	\$104.15	1996
Technology	42,025	\$4,820,000	\$114.69	\$109.80	2000
College Center	59,225	\$5,958,000	\$100.60	\$96.48	2000
TOTAL	423,593	\$40,998,819	\$96.79	\$101.90	

All the buildings were built in 1991 or later, so are still relatively new. As buildings have been added over three phases, their functions have changed slightly. Current functions of each building are listed in the following pages by phase of campus development. (Note: * indicates use by a community agency not directly affiliated with the College per rental/use agreements.)

The Academic/Administration Building, the Student Center, the Learning Resource Center, and the Campus Services Building were occupied in May, 1992. In September of that year, the College received the Honor Award for Excellence in Architecture from the St. Louis Chapter of the American Institute of Architects for the design and function of these buildings.

The various buildings and their functions are described in this section. Building floor plans can be found in the Resource Room.

PHASE 1: 1991

ACADEMIC/ADMINISTRATION BUILDING (ACAD)

The Academic/Administration Building encompasses approximately 117,800 square feet. This building houses classrooms, laboratories, and offices in three separate wings. Offices for admissions, registration, counseling, cashier, and other student services are housed on the first floor. Human Resources, the Marketing and Communications Department, and the Vice President for Student Services are located on the first floor, as is the computer network repair section of the Information Technology Department. Other administrative offices are located throughout the building.

- Executive offices
- Student Services offices
- Cashier and financial services
- Administrative services
- Academic Affairs
- Foundation and boardroom
- Human Resources
- Marketing and Communications
- Computer and information services
- Classrooms
- Laboratories (science, health technology)
- Science computer room/open lab
- Computer learning facilities
- Faculty offices
- Conference rooms
- Information desk



STUDENT CENTER (SC)

The Student Center has approximately 38,115 square feet of space. This building contains the bookstore, the cafeteria (Mid Rivers Kitchens), a small private dining room, offices for the Regional Technical Educational Council, the Business and Industry Institute, and classrooms. This building easily accommodates most of the requirements for food service from small groups of 15 to larger groups of more than 150.

The Bookstore occupies about one quarter of the space in the building. With the increase in student population, the Bookstore will need to expand. The Bookstore lacks adequate secure space for the storage of books and supplies prior to each semester when shipments are received and marked for resale.

- Bookstore
- Food services
- Classrooms/function rooms
- Eastern Missouri Law Enforcement Academy*
- Regional Technical Education Council (RTEC) offices
- Business and Industry (B&I) offices
- Loading dock facilities



LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) contains approximately 45,500 square feet. The building houses the library resource materials, the ACE Center, classrooms, offices, and media resources. Tutorial rooms are available to assist students needing study skills.

- Library reference, circulation, processing, stacks, administration
- Academic and Career Enhancement [ACE] Center
- Computer terminals for student/patron use
- Community Council offices *
- Teaching, Learning, and Technology Center
- Classrooms
- Outdoor amphitheater
- Instructional media facility
- Interactive television (ITV) classrooms
- A/V Studio space
- Tutoring rooms
- Loading dock facilities



CAMPUS SERVICES (CS)

The Campus Services Building contains approximately 19,900 square feet of space. The building houses the purchasing department and the central storeroom for consumable supplies, the central receiving dock for merchandise ordered and shipped to campus, the mailroom, the copy center, offices for housekeeping, grounds, maintenance, public safety, and facilities. The central switch-board and a carpenter shop are located in this building.

- Offices
- Locker/shower facilities
- Security office/center
- Copy center
- Mail room
- Warehouse
- Receiving and shipping facilities/offices
- Purchasing offices
- Housekeeping, grounds, maintenance facilities/offices



PHASE 2: 1996

Phase II of the campus development began in 1996 with construction of the Continuing Education/Academic Center (approximately 41,874 square feet), the Donald D. Shook Fine Arts Building (approximately 44,100 square feet), and the first stage of the Child Development Center (approximately 6,800 square feet).

CONTINUING EDUCATION / ACADEMIC CENTER (CEAC)

The Continuing Education/Academic Center (CEAC) houses classrooms, faculty offices, conference rooms, and the offices of the Corporate and Community Development Division.

- Classrooms
- Faculty offices
- Conference rooms
- Corporate and Community Development offices



DONALD A. SHOOK FINE ARTS BUILDING (FAB)

The Donald D. Shook Fine Arts Building includes a 408-seat theatre, support space for scenery construction, a costume storage room, a green room, a control/projection room, and a box office. Art studios include photography, painting, drawing, ceramics, and sculpture rooms. Music rooms accommodate both choral and instrumental classes. There is a computerized keyboard room, and there are rooms for individual practice and instruction. Faculty offices take up the remaining building space.

- 408-seat theater
- Theater support space (scene shop/storage, costume room, green room with locker rooms, practice room, office, control/projection room, lobby, box office)
- Art studios (including special facilities for photography, painting/drawing, ceramics, sculpture)
- Music rooms (including computerized keyboard room, orchestra and chorus room, individual practice rooms)
- Classrooms
- Locker/shower facilities
- Faculty offices
- Loading dock facilities



CHILD DEVELOPMENT CENTER (CDC)

The first stage of the Child Development Center, which accommodated 88 children, was opened in 1996. This state-of-the-art facility has a fenced playground for exterior activities, accessible from inside the building. It included classrooms for children age two through school-age, a kitchen for meal preparation, offices for staff, and a small meeting room. Patrons include children from the general public as well as children of faculty, staff, and students.

- Child development classrooms
- Kitchen
- Staff lounge
- Meeting rooms
- Outside play area



PHASE 3: 2000

Phase III of the campus development came in 2000-01 with the opening of the Technology Building, the College Center, and the expansion of the Child Development Center. An extension to the Child Development Center essentially doubled the size of the previous building, allowing for up to 156 children from infancy to school-age. With the extension, the building now has approximately 14,950 square feet of space.

TECHNOLOGY BUILDING (TECH)

The Technology Building has approximately 42,025 square feet of space. This building includes classrooms that are primarily computer laboratories, as well as faculty offices and a conference room. This facility was partially equipped using state funds earmarked for technological improvements.

- Classrooms (computer-enhanced)
- Faculty offices
- Conference room



COLLEGE CENTER (CC)

The College Center is approximately 59,225 square feet. This facility includes a full-sized basketball court, a fitness center, lockers and shower facilities, the Student Activities Department, offices, dance studios, and multi-purpose rooms for various events. A small area houses auxiliary food services. A rotunda for special functions and events presents a large gathering space for various activities and events.

- Gymnasium
- Fitness center
- Locker/shower facilities
- Student activities facilities
- Rotunda (function/event room)
- Dance studios
- Activity rooms
- Classrooms
- Greenway Network offices*



During the Phase III construction project, athletic fields were developed. Currently, separate fields are used for baseball and softball, and a separate area has been developed for other outdoor activities, including soccer.

TECHNOLOGY INFRASTRUCTURE

This phase of campus development included an extensive retrofit of the infrastructure to support the new technology that was included in the two newest buildings. The campus is now fully equipped with fiber optic cable connecting every building. The campus computer networks include redundant capability to avoid breaks in service to classrooms and offices. The telephone system now operates through the computer network.

FUTURE CAMPUS DEVELOPMENT

Map 4 shows an architect's rendering of the latest master plan for campus development adopted by the Board of Trustees. The plan shows both existing buildings (compare to Map 2) and proposed future buildings. The intent of the plan is to demonstrate a logical next step to campus development. It is not a plan for a specific phase of development. In the past, such plans have been modified as needed when the time came for actual new construction.

MASTER PLAN



MASTER PLAN NOTES

- *The existing south entrance on Mid Rivers Mall Drive (the road crossing along the bottom edge of the campus) is removed.*
- *The new five-lane College Boulevard is added along the southern border of the campus, with new entrances in place and wetland/flood control areas between the road and Dardenne Creek (not shown along left edge of map).*
- *There will be a loop road that will connect all parts of the campus internally.*
- *The top one-third of the diagram includes the new property added to the campus in 1998-99.*

Since the adoption of the *Master Plan*, the College's internal governance and planning structure has evolved considerably and is in place to play a larger role in planning the expansion of facilities while retaining the Board of Trustees' rights and responsibilities for adoption of, and amendments to, the plan.

CONDITION AND USAGE OF FACILITIES

CAMPUS LAND AND OUTDOOR FACILITIES

Development of the College property from its previous agricultural use began with the 1992 opening of Phase 1 of the campus. Since that time, two additional phases of campus development coupled with standard maintenance and landscaping practice have produced an exceedingly attractive campus with a pleasant atmosphere. The land immediately adjacent to the buildings is landscaped with ornamental turf grasses, flowerbeds, and plantings of trees, shrubs, and other foliage that feature native species. Future plans include development of prairie areas and increased use of native species. Native species are relatively disease and drought resistant besides being an attractive and inviting complement to the local community's conservation and recreation values.

A large, artificial retention pool serves as the aesthetic focal point of the campus. The lake replaced an existing intermittent stream that drained runoff into Dardenne Creek from the area now occupied by the campus. The lake now serves to collect and retain the runoff, slowly releasing it into Dardenne Creek during times of overflow. The buildings, parking areas, and ball fields were oriented around a central view from Mid Rivers Mall Drive – a view that begins in the foreground with the lake. A few trees have been planted alongside the lake over the years. The area would benefit from additional native plantings in and around the lake as well as stocking of native pond fish. Besides the inviting aesthetic and recreational benefits, such an effort would help control erosion and more effectively clean the runoff water retained in the pond before it flows into the critical (and impaired) Dardenne Creek watershed. (See Exhibit D.)

College land outside of the core campus building area is either agricultural or natural woodland or riparian (riverbank) habitat, especially along Dardenne Creek at the southern edge of the property. Although discussions of outdoor conservation and education areas, called “outdoor classroom” areas, have continued since 1991, very little has been done either in the various committees that have convened for such discussions or in the various master plans for campus development that have been produced during those times. County government (county executive and county parks department), state government (Missouri Department of Natural Resources) as well as many county organizations (Greenway Network, Watershed Alliance) have called for greater measures in conserving natural habitat by landowners and institutions in this region. This need has been especially critical in the central part of St. Charles County where SCC is located. The College has recently stepped up efforts to develop outdoor classroom areas and form partnerships with local entities as well as state and federal agencies to not only develop natural areas on the campus but on adjacent lands as well. This increased awareness and effort must continue if SCC is to be an effective community resource and a model for responsible and appropriate land use.

PARKING AREAS

The SCC campus currently has a total of 1,773 parking spaces (Table 3) after the completion of Phase 3 construction, spread out over seven parking areas. Parking lots are well lighted and accessible and meet the Americans with Disabilities Act requirements. According to the architectural plan, parking areas are to be located around the periphery of the campus buildings. The benefit to this design is that campus visitors arrive first at a parking area and walk toward the

cluster of buildings. Once there, visitors will not have to cross traffic lanes or parking areas until they are ready to leave the campus.

Table 3 Parking spaces

TYPE OF PARKING SPACE	NUMBER OF SPACES	PERCENT OF TOTAL
Regular parking	1,704	96%
Disability parking	33	2%
Visitor parking	2	<1%
College vehicles only	10	<1%
Vendor parking	2	<1%
Motorcycle parking	4	<1%
Bicycle parking	18	1%
TOTAL PARKING SPACES	1,773	100%

SCC has no parking areas reserved for faculty or staff. Faculty may park for a few minutes in one of the circle drives to load/unload items. The College’s open-lot policy remains an issue. (For a more thorough discussion of the committee’s findings on this issue, please see Exhibit D.)

A study undertaken by the Physical Resources Self-Study Committee and located in the committee’s resource file (Exhibit E) shows that approximately 1,756 parking spaces are needed, on average, early in the fall semester for current usage. This is almost exactly the number of parking spaces that currently exist. This means that only the average number of cars can be accommodated, not the maximum (peak) number of cars used, nor any number of vehicles between the average and the maximum (peak). It does not accommodate future expansion, which historically averages about 5% growth per year. Currently, the College President, facilities director, and architect are reviewing the parking situation with the intention of adding more parking area. Considering the continuing and significant issues with parking availability, this issue merits review.

GROUPS MAINTENANCE

The management and maintenance of the grounds is excellent. Most of the work is done in-house by a grounds crew and supervisor, with grass mowing being contracted to an outside organization. An Adopt-a-Flowerbed program involves other college employees and students in the outdoor environment of the campus.

The grounds staff has made remarkable progress in the maintaining plants on a campus that was virtually stripped bare of its topsoil during initial phases of construction. Great effort has paid off in a generally healthy population of plants on campus. A mainline irrigation system is in place in strategic areas throughout the original 135-acre site. This allows campus plants and grasses to grow year round. The athletic fields are irrigated, and equipment was purchased to assist in keeping the playing surfaces in excellent condition.

The College contracts with outside vendors to mow the grass and remove snow from the parking lots when needed. As SCC is a commuter campus, snow removal from the parking lots is crucial for classes to be held during inclement weather. The Grounds and Maintenance Department personnel can handle snow removal on walkways between buildings, but the College does not own the equipment needed to remove a large snowfall from parking lots.

The College has taken care to insure that all chemical applications to lawns are made by industry professionals and are carried out within established guidelines; however, there are concerns about the use of pesticides and other chemicals on the grounds. The Grounds Manager holds a Certified Public Operator's Turf and Ornamentals License issued by the Missouri Department of Agriculture, Plant Identification Division. The license is issued to provide assurances that any application of pesticides or herbicides be applied with the full knowledge of the impact. Pesticide or herbicide applications are applied to the lawns annually. The College contracts with a licensed vendor for any application of pesticides or herbicides around the gardens, walkways, and building exteriors. Wind and weather conditions are factors taken into account before application.

While continuing its policy of operation within established guidelines, this is another opportunity for the College to be a community leader in environmental issues. Practices regarding chemical use on campus should be reviewed regularly to ensure that the College is using the best and safest practices available.

The College should consider more extensive use of native grasses and wildflowers in areas currently planted with ornamental turf-type grasses. Other institutions have found that switching to drought-resistant native grasses has increased aesthetic quality of certain tracts while reducing recurring costs associated with frequent mowing, irrigation, and chemical applications.

OUTDOOR USES OF CAMPUS

College students, faculty, staff, and campus visitors traditionally enjoy resting, studying, and playing in “quads” and other open, outdoor areas of college campuses. The SCC campus offers many acres of open areas of manicured turf, paved walks and plazas, and even natural grassy and wooded areas for campus users. These areas are generally well-designed and well-placed.

As the campus has matured, more and more seating areas, benches, tables and other features that invite student use have been added. For example, a task force in the Student Services Division recommended some additional features for the Phase III portion of campus development. A more aggressive, organized plan to add such features into the future—until a sufficient number is reached—would have multiple benefits.

Recreational features of the campus should be further developed for student, staff, and community use. The outdoor classroom area already under consideration will add to the recreational value of the campus greatly. A hike and bike trail will soon be constructed along the shoulder on the College side of Mid Rivers Mall Drive. The College approved the use of an easement along the edge of the road for the trail. Conservation development of the lake will contribute to the effort to increase outdoor use of the property. The College and its planners should look for additional opportunities to increase the amount of walking trails (now less than a mile), natural areas, fishing and picnicking areas, and play areas.

Because smoking is not permitted in any indoor area, cigarette smokers must move outdoors to smoke. Unfortunately, smokers tend to congregate at or actually in the major building entrances. This causes congestion and safety problems with others trying to enter or exit the building. It compromises security when locked doors are propped open by smokers intending to reenter a building. Congregations of smokers discard remnants of cigarettes at building entrances, some of which have caused minor mulch fires near the buildings. Currently, there is a task force examining issues surrounding smoking on campus.

BUILDINGS AND STRUCTURES

Campus buildings are relatively new (none older than 1991) and in excellent condition. Most classrooms and office suites are carpeted; high traffic areas like corridors and laboratories have hard surfaced floors that are easier to keep clean. A painting schedule is prepared by the Maintenance Department for each building. High volume traffic areas like corridors and entry ways are on an annual painting schedule. Other rooms are painted as scheduled or needed. Window washing is completed at times when classes are not in session. Carpets are usually deep-cleaned once a year.

Plant personnel strive to keep every area of the campus clean and presentable every day. A preventative maintenance schedule tracks the mechanical, electrical, and plumbing equipment that operates the campus boilers and chillers. Routine inspections are conducted to observe equipment that may be operating at less than peak efficiency. Plant personnel attend training sessions and seminars in their respective areas of expertise to maintain their competence in working with heavy industrial equipment.

As enrollment continues to rise, demand for classroom/laboratory space, office space, and storage space increases as well. Discussion among college administrators, in preparation for consideration by the internal governance and planning process, regarding ways to increase usable space as soon as possible, is underway. In addition, planned renovations of the Student Services area have been postponed because of a shortfall in state funding. The College should make every effort to find funding for the purpose of making the Student Services space more effective.

Campus visitors find the buildings aesthetically pleasing. For the most part, their design is not only pleasing but also effective for their intended use. There are a few concerns relative to building design and maintenance. A few examples are listed here for purposes of illustration. (A more complete, detailed list is found in Exhibit E)

EXAMPLES OF DESIGN AND MAINTENANCE CONCERNS INCLUDE:

- The teaching greenhouse in the science wing of ACAD is inappropriately placed and poorly designed.
- Several classrooms and laboratories have columns and other features that obstruct students' views of the teacher and/or instructional materials.
- Floors in the science labs vibrate too much for effective use of teaching microscopes.
- Design of classrooms in the TECH building make clear view of projected images impossible for many students.

The internal governance and planning process originally included a provision for physical resource decision-making within a specific branch committee. A more complete implementation of this aspect of internal governance would allow for substantive input on larger campus development issues, including design, construction, and change orders.

ACCESSIBILITY

The campus complies with regulations regarding accessibility (Americans with Disabilities Act [ADA]) and related measures. Regulations notwithstanding, there are a few areas of concern regarding the actual ability of students to access campus facilities that should be addressed:

- Automatic doors can automatically close on people still in the entranceway with the potential for serious injury.
- Many student seating areas do not accommodate students with assistive devices such as casts, braces, crutches, or students of larger than average build, including pregnant women. (See recommendation under furnishings below.)

Review of issues concerning accessibility by disabled persons should be ongoing.

Accessibility by able-bodied campus users is an issue of some concern. Some automatic entry doors are difficult to open in the usual way without having to activate the electrical assist device (e.g. Student Center, Academic/Administration). The automatically opened door then automatically closes, often on unsuspecting subsequent patrons following the person who activated the door. The closing door does not have a safety feature that prevents the door from closing on a person or wheelchair. Perhaps a better, safer system could be found.

Access to buildings by faculty and other employees during non-peak-usage times is often difficult. Perhaps keys for faculty members or a swipe-card system that provides reasonable access for employees without compromising security should be considered. (A thorough discussion of the Committee's findings is available in Exhibit G.)

FURNISHINGS

Furnishings are appropriate, useful and in generally good condition. The procedure for purchasing/installation, maintenance and replacement is generally effective.

- In some classrooms the tablet-arm chairs are very uncomfortable and a large number of them do not accommodate moderately large adults. This is a particularly troublesome situation in classrooms where classes of over one hour in length are held. Replacement of tablet-arm chairs with tables and chairs or larger tablet-arm chairs where appropriate would solve this problem.

A plan is being studied to replace the tablet arm chairs with more comfortable tables and chairs. The newest buildings recently opened were equipped with more comfortable tables and chairs.

OFF-CAMPUS INSTRUCTIONAL SPACE

The College rents space in five off-campus locations to provide area residents convenient additional programs. Classes are held at St. Charles West High School, in the eastern part of the county, and in Wentzville, in the western part of the county. The Rec-Plex, located in St. Peters, offers swimming and water recreation classes not available on campus. Map 1 (p. 83) shows the location of the following facilities where some SCC educational programming is offered on a course-by-course basis.

- Healthquarters (commercial gym offering some PE courses)
- YMCA St. Charles (nonprofit gym offering some PE courses)
- Harris Building (classroom space)
- St. Peters Rec-Plex (public gym/pool offering some PE courses)
- Mid-Rivers Golf Links (private course offering some PE courses)
- Pike/Lincoln Voc-Tech School (public school with classroom/lab space)
- St. Charles West High School (public school with classrooms)

In addition, SCC offers courses convenient to four surrounding counties through the state-mandated Regional Technical Education Council (RTEC). These counties are part of the College's defined service area. Map 5 identifies the locations of these facilities featuring classrooms, laboratories, and interactive television rooms in public schools.

- Eolia (Pike/Lincoln Counties)
- Mokane (Callaway County)
- Montgomery City (Montgomery County)

SAFETY AND HEALTH

EMERGENCY CARE AND DISASTER PROCEDURES

Emergency care and disaster procedures are outlined in the *Emergency Response Plan* (revised July 1999). Although means for communicating this plan are outlined, in practice it is not well disseminated. The plan needs to be distributed more widely and in service training, even if cursory, should be given to update staff (especially evening, weekend, and part-time faculty and staff) on the plan.

Telephone trees and related communication plans should include provisions for evening /weekend use and be updated regularly.

Community fire and police support the campus with an estimated response time of less than 5 minutes.

CAMPUS SECURITY

The Department of Public Safety (DPS) operates out of Campus Services and includes a supervisor, six full-time officers, and two part-time officers. The College licenses all DPS staff members as security officers. These officers are trained as first responders in first aid and CPR. Staff makes use of radios, pagers, a vehicle and mini-auto, a location system (for recording rounds), and security phones located throughout campus, which dial directly to Security. There is always an officer on duty, 24 hours/day, on campus. They maintain a close liaison with area law enforcement.

The Cottleville Police Department is contracted to patrol campus parking areas on at least an hourly basis. Most lots have two emergency phones, but the phones often do not work. There are no emergency phones in the Orange Lot, the lot furthest distant from the heart of the campus. The directors of Information Technology and the Physical Plant are investigating replacement phones that will be more reliable. The telephones need to be checked regularly and repaired immediately when found inoperable. This includes problems during inclement weather, as when the phone boxes freeze shut during cold snaps.

Security cameras monitor money handling and other sensitive areas.

Many changes have taken place in DPS over the 13-year history of the College. When the present campus was first occupied, it was located in the small country village of Cottleville. At that time, Cottleville had only one full-time officer and little in the way of fire or emergency protection. It could have taken the St. Charles County Police as long as 20 minutes to respond to an emergency on campus. With that in mind, the Department of Public Safety had nine full-time and three part-time employees who were trained, commissioned, and sworn police officers. They carried guns and were being cross-trained as EMTs and firefighters. Since then, Cottleville has grown and now has six full-time and two part-time officers. The area now has good fire and emergency protection. This has enabled the department to be reorganized into its present form and the College to contract for fire and emergency protection. The campus population could benefit if these officers were trained in how to treat heart attack victims, including the use of defibrillation devices that would have to be purchased.

The greatest strength of the area is its personnel. They are all service minded, courteous, and concerned professionals. These officers are examined and licensed annually. The department has updated equipment and is trained in its use. The officers consistently give service to the campus community by giving directions when needed, helping people with their vehicles (lock-outs, flat tires), helping when someone is injured, and walking individuals to their vehicles after hours.

HEALTH AND WELLNESS

SCC is a drug-free and alcohol-free workplace. All buildings are smoke-free and there is currently a task-force studying issues related to outdoor smoking areas.

On campus, a variety of health issues are regularly addressed in many different venues, including seminars, in-class safety presentations, employee in service and Employee Assistance Program, training programs, community wellness events, safety programs and procedures, fitness trail and fitness center (and programming), and so on.

A single office designated to coordinate the health and wellness aspect of the College would ensure a comprehensive plan that avoids duplication of efforts. The following issues should be studied as possible adjuncts to wellness on campus:

- Stress-relief programs such as employee/student lounges, nap areas, and seminars on stress-relieving, health-enhancing practices in the work/study environment.
- Smoking-cessation program.
- Increased availability of healthy, nutritional food choices at catered events.

ENVIRONMENTAL CONCERNS

RESPONSIBLE USE AND SMART DESIGN

The community that this College serves has demonstrated its commitment to environmental concern and responsibility time and again, most notably in the countywide Open Space Master Plan that led to the development of the county parks department and related initiatives, policies, and regulations. Likewise, the students and staff of the College have shown a generally strong personal commitment to environmental responsibility. Indeed, most college leaders likewise seem to have not only a deep understanding of environmental principles but also a strong personal commitment to environmentally responsible attitudes.

Examples of appropriate policies or practices include:

- Use of an increasing number of native, perennial plant species in landscaping.
- Adoption of prairie landscaping in the master plan.
- Commitment to an outdoor classroom project.
- Permitting construction of creek overflow/flood mitigation areas on the campus as part of the College Boulevard project.
- Partnering with Greenway Network.
- Permitting future construction of a bike/hike trail on the periphery of the campus.

However, the actual policies and procedures of the College could be improved to more consistently reflect these principles and commitments.

Opportunities for improvement include:

- Future buildings and other improvements could be designed with greater emphasis on energy conservation or low-impact land use (which affect long-term maintenance and energy costs as well).
- Future development of the campus could show increased regard for conservation or restoration of natural areas (such as the outdoor classroom initiative described above).

- The College should develop a comprehensive recycling program for paper, glass, plastic, or other materials (currently voluntary office paper recycling is not universally practiced, and the former aluminum can recycling program was abandoned by a student club years ago despite the continuing presence of receptacles for cans).
- The College should commit to exploring the use of recycled material in consumables and in buildings or other projects.

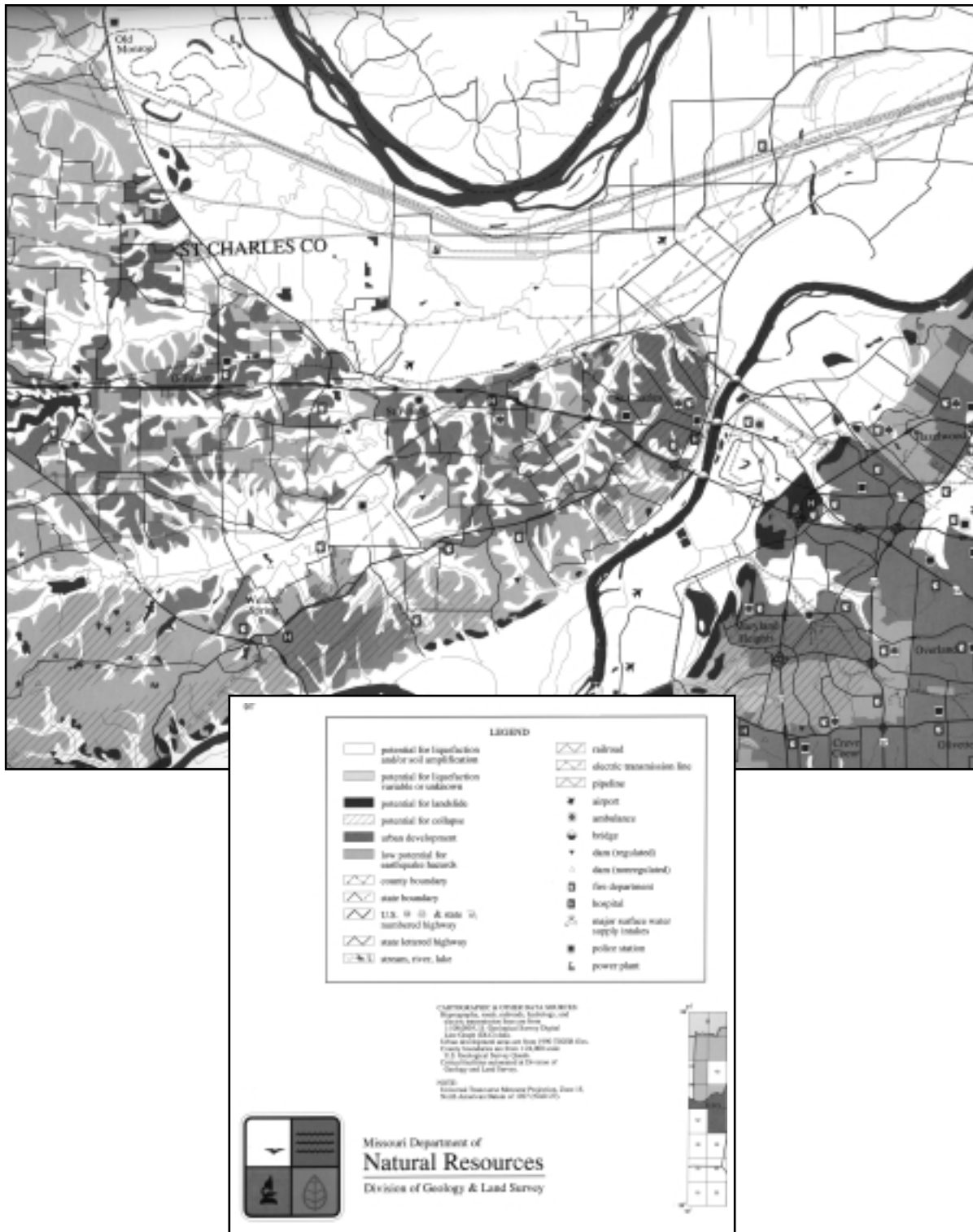
Environmental practices at the College reflect the general lack of awareness in the culture of large institutions in general. The internal governance process should study this situation and make recommendations which might include the following:

- Campus forums to brainstorm on the topic of environmental responsibility and planning.
- Training of campus executives and managers on modern approaches to environmental and economically responsible campuses (now called in the industry “smart campuses”).
- Adoption of specific policies to include environmental awareness in planning and encouraging architects, planners, consultants, and contractors to incorporate “smart design” and use environmentally responsible practices.
- Consider joining a national program, such the “green campus” program sponsored by the National Wildlife Federation, that promotes environmentally and economically responsible campus planning and maintenance.

EARTHQUAKE RISK

Another environmental concern relates to the geology of the campus. Located within a loop of the Dardenne Creek, the major tributary of the Mississippi River in this county, and near the New Madrid fault line, the campus is in an especially vulnerable location for major earthquake damage. Construction Phases II and III included special considerations to protect buildings and occupants in the event of an earthquake. There has been discussion regarding the feasibility of retrofitting Phase I, as well. (More thorough discussion of earthquake vulnerability and the Committee’s findings can be found in Exhibit H.)

EARTHQUAKE HAZARDS MAP



INFORMATION REGARDING PHYSICAL RESOURCES

No one office is responsible for maintaining and publishing information and documents regarding physical resources. Data regarding acreage and other specifics appears with different numbers in different documents. The issue should be studied and one office designated to collect and maintain data on physical resources, perhaps updating on a quarterly or annual basis (possibly as an attachment to the *Cougar Count*), and making the information available as needed to College and community entities.

FUTURE GROWTH

The College is well-positioned for growth at the current site for the foreseeable future. The *Master Plan* is conceptual with future buildings located on undeveloped acreage. An additional bond issue or some other funding mechanism will need to be developed before a sizable project can be undertaken. The existing tax levy for debt retirement of \$0.08 per \$100 of assessed value will not permit additional significant long-term debt to be incurred.

Any future construction on the undeveloped acreage will require considerable engineering of the site for utility considerations. The centralized heating and air conditioning capacity of the existing plant will need to be studied to determine the most economical and feasible methods for expansion to the undeveloped areas. Planning and zoning requirements call for all utilities to be underground. This will require an investment in the infrastructure to support future building locations.

STRENGTHS:

- The campus physical plant is only 10 years old and in good repair.
- There is adequate acreage to expand for growth in student population for at least the next decade.
- A conceptual master plan has been developed for discussion.
- Parking areas around the campus perimeter allow pedestrian traffic to flow unimpeded by vehicles.
- Open green space has been preserved and developed.
- Funding for maintenance and repair projects has been identified by the State as a priority.
- Support personnel are committed to maintaining a pleasing environment throughout the campus.

CHALLENGES:

- Future construction is dependent upon voter acceptance of additional bonded debt.
- Keeping adequately trained support personnel to operate the buildings' infrastructure and maintain the grounds is a challenge.
- Administrators are working to identify funds to replace the existing tablet arm chairs with more comfortable tables and chairs over the next three years.
- Planning for construction of an additional parking lot by fall 2002 to accommodate about 100 vehicles is underway.
- A study is underway for designating smoking areas to relieve congestion at building entranceways.
- Installation, repair, and discussion regarding replacement of emergency telephones in parking areas is in progress.

RECOMMENDATIONS FOR THE FUTURE:

- Additional native plantings should be installed.
- Prairie areas should be developed according to Master Plan.
- The lake should be stocked with native pond fish.
- The usage of pesticides and chemicals and the impact of their applications should be studied.
- Possibilities for housing bookstore expansion should be explored.