

Sierra Community College  
SUBSTANTIVE CHANGE PROPOSAL

Sierra College -- Roseville Center

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Submitted to:

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## II. APPENDICIES OF SUPPORTING DOCUMENTS

### Introduction

- [IN.1](#) Roseville Center artist's rendering
- [IN.2](#) Roseville Center location map
- [IN.3](#) Roseville Center campus map and floor plans

### Elements for Inclusion in Selected Substantive Change—supplemental evidence

1. No supplemental evidence
2. Address and Distance from main Campus
  - [2.1](#) Google map and directions, new Roseville Center
  - [2.2](#) Google map of Vernon Street and Roseville Center
  - [2.3](#) Roseville Civic Center/Sierra Roseville Center map;
  - [2.4](#) Roseville Transit schedule and map, Placer County Transit schedule
3. Evidence of Need
  - [3.1](#) Commercial building class descriptions
4. Evidence that the Institution will Maintain Sufficient Control
  - [4.1](#) City of Roseville News, "Higher Education Partnership"
5. Evidence of Official Approval
  - [5.1](#) June 9, 2015 Board of Trustees agenda, contract with City of Roseville, and related documents
6. Evidence that the location will be ready to begin operation
  - [6.1](#) Copy of Roseville *Gateway* course schedule spring 2017
  - [6.2](#) Copy of Roseville *Center* course schedule fall 17
7. Evidence of sufficient fiscal, physical, and technological resources
  - [7.1](#) Sierra College General Fund Restricted and Unrestricted Expenditures from 2016-2017 Adopted Budget
- 8-10. Not Applicable
11. Evidence of Sufficient and Qualified Staff
  - [11.1](#). FT Staff and Faculty assigned to Roseville Center, January 2017 (unchanged from FT staff and faculty at Roseville Gateway Center)
- 12–14. Not applicable

## Introduction

Sierra College requests continued accreditation status for its Roseville Gateway Center, which the college plans to move to a new facility 1.9 miles west of the current location. This relocation will allow the Sierra College district to serve its Roseville Center students in a modern facility located in a central and vital growth area of Roseville. In accordance with 3.3.2, *Establishing an Additional Location Geographically Apart from the Main Campus at which the Institution offers at least 50% of an Educational Program*, as outlined in the currently posted Substantive Change Manual (Aug. 2015), please accept for consideration this document as Sierra College's Substantive Change proposal. Additionally, per 3.3.2, Sierra's proposal addresses elements 5.1 and 5.1.1 from *Examples of Documentation for a New Campus or Additional Location*.

Sierra College contends that many of the elements noted in the *Substantive Change Manual* (components 5.1 and 5.1.1) to be included in the substantive change proposal are not applicable because the proposed action is actually a **relocation**, not the addition of a "new campus" or "additional location." In the transition from an old leased facility to a new leased facility, both very nearly equal in distance from the main college campus, a new street address and a new name for the relocated campus are noted below.

Former: Roseville Gateway Center  
Sierra College Roseville Gateway  
333 Sunrise Avenue  
Roseville, CA 95661

New: Roseville Center  
Sierra College Roseville Center  
316 Vernon St.  
Roseville, CA 95678

The new campus facility will continue to be administered by Sierra College in the same manner and fashion as the former campus, which was included in Sierra's last accreditation reaffirmation in 2015. Likewise, the operational aspects, educational programs, services & support, institutional planning, administration, staff, and faculty will remain unchanged. In addition, it will continue to serve the same geographic area and student population. [IN.1](#) [IN.2](#) [IN.3](#)

## **Elements for Inclusion in Selected Substantive Change**

### **1. Projected date of the start of operations at the additional location**

The **Sierra College Roseville Center** is expected to be fully operational by August 1, 2017, though we will not offer credit program classes in the facility until late August 2017, the start of our fall semester. While Sierra College has planned for and moved toward relocating from the Roseville Gateway facility since spring 2013, the sale of the leased Roseville Gateway building six months ago and the occupation since January 2017 of large portions of that facility by *U-Haul* has hastened Sierra College's need to move quickly to our new facility. We have been installing telecommunications infrastructure and moving equipment and supplies to the new location since December 2017, and plan to move non-credit Community Education and Osher Lifelong Learning program staff into the new space in May 2017, with credit program faculty and staff relocated by late July 2017.

### **2. Address and distance from main campus; transportation available for students.**

The new center facility at 316 Vernon St., Roseville, is 5.4 miles and approximately 10 minutes driving from the main Rocklin campus depending on time of day and traffic. [2.1](#)

The old center facility at 333 Sunrise Ave., Roseville is 5.3 miles and 9 minutes driving from the main Rocklin campus depending on time of day and traffic. The distance and ease of travel from the main campus between either the old or the new facility is nearly the same. From the main Rocklin campus the new facility is accessed from I-80 westbound (or eastbound) by the Atlantic Street exit, which provides a short, straight path on Atlantic Street to Vernon Street in Roseville and the new facility. Similarly, the old Roseville Gateway facility was accessed by I-80 west (and east) via the Douglas Street exit to Sunrise Avenue, from which the facility was a short drive on surface streets. The new facility is also accessed from I-65 south via the I-80 west exit to Atlantic Street. [2.2](#) [2.3](#) [2.3](#)

The new center is 1.9 miles and approximately 9 minutes driving time north of the old location depending on traffic.

The new Sierra College Roseville Center is connected to the main Sierra College Rocklin campus by two cooperating community bus lines, Roseville Transit and Placer County Transit, with various routes throughout the Sierra College Placer county service areas to and from Sierra College's Rocklin and new Roseville Center campuses. The Roseville Transit Civic Center station is a few steps across the street from Sierra's Roseville Center. In addition to commuter bus transportation the new location provides ample parking both on the street and in a four-story free parking garage just two blocks west of the Center. Finally, bike routes leading to and from the Rocklin main campus and throughout the local area are available and easily accessible and both Roseville and Placer County Transit companies provide bicycle storage on all of their regular commuter buses. [2.4](#)

### **3. Evidence of need for the additional location; description of how outcomes of the new location will be assessed**

The Sierra College Roseville Center is not an additional location, but a **relocation** of the Roseville Gateway Center that has been approximately a decade in the making.

Sierra College has been hoping to move from the Roseville Gateway Building for some years due to the increasingly dated condition of the building as well as poor landlord responsiveness to multiplying facility problems. By commercial building standards, the old Roseville Gateway building is rated a Class C. [3.1](#) The building was a former hospital constructed in the 1950s and has experienced few renovations to the façade and interiors during the past 70 years. In addition to the increasingly dilapidated quality of the facility and its amenities, the college also experienced difficulty on numerous occasions with the landlord and property managers, both of whom were either slow to respond or unresponsive in fixing critical building components when they failed such as HVAC systems, elevators, or leaky roofs. Finally, the building is located in an aging section of Roseville south of I-80 while the bulk of Roseville's new commercial and residential growth is north and west of I-80—nearer to the new Roseville Center facility. By 2012, Sierra College had greatly reduced our presence at the Gateway site, going from just under 70,000 square feet of space to approximately 24,000 square feet. We made this reduction by moving back to the main Rocklin campus several larger programs—Nursing, Construction/Energy Technology (CET), and Deaf Studies—along with all general education offerings. The programs remaining at the Gateway building after 2014 included Community Education, the Osher Lifelong Learning Institute (OLLI), Health Sciences (HSCI), Fire Technology and Administration of Justice.

Our focused search to replace the Gateway building with a new facility spanned several years, from 2012 through 2014, but was ultimately unsuccessful. In 2015, representatives from the City of Roseville approached representatives from the college about sharing a new downtown Roseville location with Roseville city staff. By that time, the City of Roseville had been engaged for several years in a large and long-term project to reinvigorate their downtown center. Sierra's administration, potentially impacted faculty and staff, and the Board of Trustees liked the idea of our students being in an increasingly vital and appealing downtown Roseville in a brand new 21,800 square foot facility, surrounded by local restaurants, coffee houses, city parks, and other retail establishments and leased to us at a cost comparable to a commercial grade building with a rating between Class A and B. [3.1](#) In summer 2015 the Board of Trustees and the City of Roseville signed a contract agreement launching the new partnership.

The new Sierra College Roseville Center will provide our students, faculty and staff in the relocated Roseville Gateway programs with a brand new building outfitted with Wi-Fi, furniture and equipment transferred from the old facility mixed with some new, especially classroom and lab equipment. The interior spaces are designed specifically for Sierra students and programs. Sierra College faculty, staff, and administration have been involved in all phases of planning and design of the building, from site identification to interior classroom and office space planning and outfitting. The location of the building in a revitalized

downtown Roseville will provide students, faculty and staff at the Center with ease of access to restaurants and coffee houses of all different culinary offerings and price ranges, popular commercial and residential areas of Roseville, the city library, appealing open air and protected study spaces both inside and outside the new building, a variety of transportation options leading to and from the main Sierra campus at Rocklin as well as to wide portions of Roseville, Rocklin, and Placer County—the latter two geographical entities Sierra College’s primary host communities. Additionally, Sierra students, faculty, and staff will have close access to the Roseville Civic Center, Royer Park, and Old Roseville, all of which provide rich outdoor, cultural, and urban family enrichment and entertainment options year round. Finally, the new Sierra Roseville Center will be a critical anchor in the heart of a revitalized Roseville, providing the college a high profile partnership with one of Sierra’s most significant feeder communities.

With regard to outcomes assessment, there will be no change from the processes currently in use for the programs relocating to the Roseville Center from the old Roseville Gateway Center.

#### **4. Evidence that the institution will maintain sufficient control of the location to guarantee that it meets Eligibility Requirements, Accreditation Standards, and Commission policies**

The relocation of the Roseville Gateway Center to its new facility on Vernon Street in Roseville will ensure that the college is better able to maintain sufficient control of the location so that we may continue to guarantee that it meets Eligibility Requirements, Accreditation Standards, and Commission policies. We took lease of the new building on January 1, 2017. The building’s new construction meets all current commercial and educational building standards and was designed in partnership with Sierra College program faculty and staff (formerly faculty and staff housed in programs at the Roseville Gateway Center) and City of Roseville architects and officials. This partnership between the City of Roseville and Sierra College is one component of the Higher Education Partnership established in 2013 between Roseville, Sierra College, California State University Sacramento, University of the Pacific, Brandman University, and William Jessup University. [4.1](#) These factors and the new Center’s location in closer proximity to higher growth, newer residential and commercial areas of Roseville will further ensure that Eligibility Requirements, Accreditation Standards, and Commission policies continue to be met. The former facility was not designed for higher education but rather as a hospital, and its owners and property managers were minimally concerned with serving Sierra’s students, staff, and educational needs. The new Roseville Center, while still a leased facility, is far more an educational partnership with the City of Roseville. They have “courted” Sierra College for several years as a possible anchor for their new city center building, and see our college as a critical draw for not only their city center businesses but for establishing a college town feel in their revitalized downtown. They are committed to promoting higher education in Roseville and strongly value Sierra College as the anchor for their vision. [4.1](#)

#### **5. Evidence of official approval by the governing board**

On June 9, 2015, the Sierra College Board of Trustees approved at their regular monthly

meeting a contract with the City of Roseville for the development, design, and construction of a mixed-use retail and office building on city-owned property located at 316 Vernon St., Roseville, CA. The City of Roseville agreed to lease the college approximately 21,800 square feet within the new building “for meeting the college’s needs for its programs” at the rate of \$1.99 per square foot for a total of \$521,205 annually plus the addition of \$1,100,000 in city-paid costs toward tenant improvements for the customization of the new space. The initial lease is for five years with an option for a five-year renewal. [5.1](#)

## **6. Evidence that the location will be ready to begin operation at the time of the substantive change approval**

The new building at 316 Vernon St. in Roseville was completed and Sierra’s lease agreement for the facility executed January 1, 2017. Since that time the college has finished wiring the Sierra spaces for telephone and high-speed wireless internet, installing new “smart” classroom and lab set-ups, and moving in office furniture and staff office technology equipment relocated from the old facility. The college has begun to use the facility for selected college business needs such as an Executive team all-day retreat, January 13 and a three-day Business Process Analysis March 8 – 10 involving 37 Sierra faculty and staff. From late March through May selected staff from the old Roseville Gateway facility will relocate their offices from the old facility to the new. After the completion of the spring 2017 semester on May 19, program faculty and staff for both the credit and non-credit programs can begin moving themselves and their respective program equipment and supplies to the new Center. At this point, the new facility is fully functional and ready for operation, with a few of the Community Education classes being held in rooms in the new facility. Beginning in late August the facility will open for full use, with credit programs and services fully operational with the start of the Fall semester on August 21, 2017. [6.1](#) [6.2](#) Note that the location differences in the two schedules are indicated primarily by the differences in the location/room notations: **RG** (RG = Roseville Gateway for spring 2017 and **RVC** = Roseville Vernon Center for fall 2017)

## **7. Evidence of sufficient fiscal, physical, and technology resources to support and sustain the additional location and an analysis of fiscal impact on the institution's budget.**

The lease on the Roseville Gateway Center prior to 2015 (2005 to 2015) cost the college \$1.7 million annually for approximately 70,000 square feet of space. Beginning in about 2011 we began relocating our general education programs from the Roseville Gateway campus to the main Rocklin campus; in 2014 we moved our entire Nursing and Construction Energy Technology programs from the Gateway campus to the main Rocklin campus as well, freeing up thousands of square feet of space within the Gateway facility. We anticipated moving the remaining Gateway programs (Community Education, OLLI, Public Safety programs) at the end of the 2005-2015 lease from the Roseville Gateway campus into another facility, but were unsuccessful in securing an appropriate new facility at that time. Consequently, we were forced to renew the Roseville Gateway lease for two years (2015 – 2017) but for a much lower cost per square footage (\$1.45) and a smaller amount of space (approximately 24,000 square feet), better reflecting our actual need by then). Since 2015 Sierra College has saved \$2,532,000 by downsizing at the Gateway facility and by negotiating a much lower lease cost. Those funds

have been retained in the college's general fund and have been used to cover a variety of one-time expenses associated with bringing the new facility into operation.

From 2015 to January 2017 Sierra College paid \$434,000 annually for leasing the Roseville Gateway Center; the new Roseville Center lease will cost the college \$521,205 annually, an increase of \$87,205 per year, or \$7267 per month rent. The Sierra College District has retained the original \$1.7 million in its operating budget over the past two years and will continue to maintain this amount in subsequent years so it can easily absorb the increased cost of the Roseville Center lease. [7.1](#) All operating costs except for those related to Community Education and the OLLI Program (which are largely self-funded or grant funded) will continue to be covered with the existing state general funds. As noted earlier in this document, the Roseville Gateway facility is seventy years old and HVAC, electrical and plumbing are outdated and in need of upgrading and sometimes very frequent repair. Additionally, large portions of the space included with Sierra's rental package at Gateway were somewhat cavernous and inefficient in terms of lighting, heating and air conditioning. In contrast, it is anticipated that the utilities and operating costs at the new Roseville Center will be markedly less than those at the Gateway center given the recent construction of the building and the installation by the landlord of new and energy efficient HVAC, lighting, and plumbing for the building, along with tinted and sun-filtering window glass. Finally, Sierra's classrooms, labs, and office spaces at the new facility are designed specifically for the needs of our students and educational programs and services and reflect well-planned modern practical use and aesthetics. The College is providing a 50Mbps point-to-point network connection between the Rocklin Campus and the new Roseville Center for data (including Internet access) and VIOP telephone connections. Additionally, the College will be installing upgraded Wi-Fi throughout the District-occupied portions of the Roseville Center building. The new Roseville Center will have 12 "smart" classrooms (including two computer labs) when it opens with an option for a 13<sup>th</sup> at a future date. Although many of the existing staff computers will be moved to the Roseville Center, the District is planning to replace the computers in the main student-use computer lab prior to the start of the fall 2017 semester. We anticipate cost savings in monthly utility expenses because of these various features of the new facility.

#### **8. Description of how the college will identify and evaluate specific needs for services and resources of students at the additional location**

No Change – Identification and evaluation of specific needs for student services and resources remains the same.

#### **9. Description of support services and learning resources available at the location**

No Change - Support services and learning resources remains the same.

#### **10. Description of how students will access services and resources if students are to rely on those services and resources from the main campus**

No Change - Student access to services and resources remains the same.

**11. Evidence of sufficient and qualified staff at the location, and description of processes for hiring and evaluating such staff**

There will be no change to the college staffing at the new Roseville Center from that at the Roseville Gateway Center. All regular faculty and staff associated with the programs and services relocating from Gateway to the Vernon Street facility will remain the same, and all have been accommodated in new offices, classrooms, and program labs at the new facility. The new landlord—the City of Roseville--will provide maintenance, security services, and janitorial service for all areas of the new facility in and around the premises. With regard to processes for hiring and evaluating staff, there is no change—the processes and policies of the institution remain in place as they were during the college’s years of leasing the Roseville Gateway facility. [11.1](#)

**12. Description of the process for creating and revising curriculum for the location**

No Change - Curriculum development remains the same.

**13. Description of how programs at the location will be evaluated, including student achievement and assessment of student learning outcomes (SLOs)**

No Change - Program and SLO assessment remains the same.

**14. Description of the involvement of staff and students at the additional location in institutional planning and decision-making, and their connectedness with the main campus**

No Change - Staff and student involvement remains the same.