

III.B. Physical Resources

Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

III.B.1 The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.

DESCRIPTION

Los Angeles Southwest College continuously strives to ensure that the environment, including facilities, equipment, land, and other assets support student learning and improve institutional effectiveness. Federal, state, and county regulations, as well as the education code and district and college policies, provide guidelines.

In order to provide a timely management of facilities problems, the college purchased a software package for the order processing and requisition accelerator (OPRA) work orders system. This electronic system provides the facilities department with immediate notification of campus repair needs. Another mechanism to keep abreast of facility needs is the use of suggestion boxes positioned in strategic locations on campus where users can identify campus safety issues. Another form of safety oversight is that the college has an administrator on duty every evening and every Saturday who prepares a report at the end of each day that is shared with other administrators and the facilities department via email.

The LACCD has a contract with the Los Angeles County Sheriff's Department. Deputies monitor the campus, patrol the parking lots, and provide access to campus buildings and classroom doors at the beginning and the end of each day and restrict access at the end of each day.

Space is at a premium at the college. Classrooms are small and do not have state-of-the-art technology. The college is in the process of massive construction made possible by the passage of two bonds, Propositions A and AA, funding major capital improvements. The current construction program will have new classrooms, several of which will be larger than any the college now has. All of the classrooms that are a part of the modernization and new construction programs will be state-of-the-art with various levels of technology in each one.

The facilities director and supervisors perform routine checks of the facilities and maintenance of equipment on a regular basis. The evaluation, determination, and scheduling of repairs and maintenance of the college facilities are the responsibility of the facilities department. The supervisors and trades workers assess the lighting and the heating, ventilation, and air conditioning (HVAC) systems. Access throughout the campus complies with Americans with Disabilities (ADA) regulations. The Facilities Planning Committee discusses issues related to all of the campus needs down to the timing of street traffic signals into the campus entrances; also, regular meetings occur with project managers and construction planners. Finally, campus sheriff deputies notify facilities department concerning any obstructions to students and staff getting on and off the campus.

EVALUATION

The college has sufficient overall space, but not all classes and laboratories have sufficient space during peak periods. The Proposition A and AA bond project will address many of the inadequacies of the current facilities.

The college has an emergency preparedness plan; however, it is inadequate and does not match the changes in the physical plant due to construction. A template exists for a comprehensive plan that requires the college to complete an emergency preparedness plan.

A formal comprehensive emergency plan for repairing and replacing equipment is not present nor is there a plan for regular maintenance. Even though facilities supervisors make regular checks of equipment, often repairs occur until something is inoperable. Thus, the college is in desperate need of a strategic plan for operations and maintenance. The operational plan for the facilities department has not included a plan for evaluating campus needs regularly. The managers and supervisors in the facilities department must commit to periodic review of campus facilities cleanliness, repairs, and improvements.

The method employed by the college to ensure a safe environment is to rely on the staff to report problems through the OPRA work order system; however, there is a tendency to react only to emergency phone calls or work orders. The only mechanism now used by the facilities director for determining how well the college is meeting facilities needs is by evaluating the number of outstanding OPRA work orders and the time to complete the OPRA work order reports. This mechanism has proven to be a

very inadequate means of evaluating the needs of the college being met. For example, spring 2005 surveys of faculty, staff, and students revealed that many campus constituents are dissatisfied with the cleanliness and safety of the facilities with regard to the bathrooms, classrooms, and campus lighting. The director must solicit more input from the campus; therefore, a semesterly facilities survey, for example, could determine if campus facilities need improvement.

The Technology Steering Committee (TC) has requested that there be representation from the facilities supervisors to advise the committee on the purchases of equipment that require dedicated lines and special electrical components. The college partially meets this standard and a planning agenda is included to enhance the college's efforts.

PLANNING AGENDA

- Revise and implement *College Emergency Preparedness Plan*.
- Prepare a strategic plan for operations and maintenance to include a specific timeline for periodic review of college facilities and a campus-wide process for obtaining feedback.

III.B.2 To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.

DESCRIPTION

The *Education Master Plan*, *Facilities Master Plan* and *Technology Master Plan* drive facilities long and short-range plans

including capital planning. The Information Technology (IT) department meets the student's and faculty's distance learning needs by monitoring, inspecting, and making repairs as needed. The Technology Steering Committee is planning to review the platform and equipment needs of the distance learning classes.

Recommendations for funding and purchases to improve facilities and equipment come out of the SPBC, TC, and unit and division plans. The district office approves state capital improvement recommendations and oversees the funded state projects. The college plans and manages improvement projects under \$125,000; district personnel plan campus improvement projects ranging from \$126,000 to \$400,000 under scheduled maintenance, capital improvement projects are those over \$400,000. The Facilities Planning Committee makes recommendations based on analysis, planning, and consensus may also result in capital improvements planning.

The college responds to facility decisions that emanate from institutional needs. Departments indicate their facility needs using the annual unit planning and division planning mechanism; priority is determined at the division level. For example, the Technology Steering Committee proposed a three-year replacement plan for technology equipment that was approved in July 2005.

EVALUATION

Currently, with the bond improvements, the college is attempting to meet its goals in the future by tying the three master plans together to form the college strategic plan; this combination will help to ensure that the college's overall goals are met.

Propositions A and AA are meeting current needs. Future needs will continue to be met through the participatory governance committees and master plan of the college. The college formed the Facilities Planning Committee specifically for the bond projects. The college should consider the total cost of ownership to include utility costs, maintenance costs, supplies, custodial costs, depreciation, initial investment, interest, and upgrades. The projects funded under Propositions A and AA are assisting the college to meet its current needs. The college fully meets the standard.

PLANNING AGENDA

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