

Standard Eight: Physical Resources

8.1 The institution ensures that adequate physical resources are provided to support its educational programs and services wherever and however they are offered.

Descriptive Summary

LATTC was founded in 1925 as the Frank Wiggins Trade School. It evolved into Los Angeles Unified School District's Polytechnic High School where today the Los Angeles Community College District's Los Angeles Trade-Technical College (LATTC) now resides. LATTC has been and is dedicated to the task of achieving and maintaining a quality educational environment for all of its students, staff, faculty and administrative personnel. In order to achieve increasing demands that impact the campus, LATTC must prepare for future demographic changes in the surrounding communities that it presently serves, and the future generations that will enter its educational programs, in support of its mission to offer "...a unique education that fosters creativity, critical thinking, and applied learning experiences."

Physical resource decisions are made by the nine colleges of the LACCD through the shared governance process, and via the Vice President of Administration submitting recommendations to the district. The district complies with state and federal laws regarding safety and accommodation. The district has inspection programs, and inspectors, that conduct periodic reporting. The college program review process conducted twice a year determines the adequacy of facilities for particular academic programs.

The college diligently applies for state and other funding for new buildings and maintenance projects. Major LATTC projects are focused on improving the campus environment to serve students, faculty and staff. The recent introduction of air conditioning to most campus buildings is significant, as classroom temperatures prior to installation often exceeded 100-degrees. In addition, the interior painting of most of the college buildings has greatly improved the appearance of the campus. Infrastructure projects, such as irrigations systems, water and gas piping, roofing, and a new telephone system was installed during summer 2002. This was to ensure that our physical assets are protected, and that our facilities and grounds are prepared to serve the campus community in support of the college's educational programs and goals.

The college will construct 65,000 square feet of state-of-the-art classrooms and office buildings in the near future with Proposition A funding. As a major Proposition A project, the architect has been selected and programming is scheduled to begin in November of 2002. The college seeks opportunities to collaborate with the business community to improve facilities and grounds, which are crucial to the maintenance and operation of the college campus. The Facilities Master Plan includes numerous opportunities for partnering with external organizations and businesses. Each partnership

proposal is supported by educational plans and requirements. These improvements will greatly impact LATTC campus college life in the near future.

Self Evaluation

Significant improvements will be made on the LATTC campus in the 2003-2005 fiscal years. The large number of scheduled maintenance projects during these years will result in Plant Facilities /Administrative Services aggressively submitting scheduled maintenance applications. LATTC has historically received the lion's share of scheduled maintenance projects for the district, yet many needed projects remain underfunded. The college's operations and maintenance budgets have been augmented to meet current needs, and facilities have been allocated a major portion of high priority spending by the district from Basic program 100, Partnership for Excellence and VATEA funding.

The college is committed to building new structures to replace those that are inadequate for meeting student and faculty safety and comfort needs and technology accessibility. The Facilities Manager prepares and submits the scheduled maintenance and hazardous substance removal forms. The college has successfully sought collaborative relationships to affect major improvements to the facilities and grounds. The 2002 Facilities Master Plan includes facilities to be funded by the college, district resources, state funds, and through business community partnerships. The spring 2002 student body is larger than before and the college is planning for additional growth. Concurrently, the college is engaged in significant construction and maintenance projects that challenge the plant facilities staff members and often divert them from their numerous assignments. The college must plan accordingly, in terms of manpower, scheduling and funding (Doc 8.1).

Planning Agenda

The Vice President of Administrative Services will direct the ongoing processes for submitting and coordinating Scheduled Maintenance Projects (SMP) and Capital Outlay Projects (COP) to the district.

The administration will seek to provide timely information to departments, promote good communications, seek viable solutions to delays and problems, and seek to minimize disruptions to college operations.

As college enrollment increases, the Vice President of Administration and the Plant Facilities Manager will assess the impact of facilities and construction projects, and plan accordingly to ensure that college maintenance operations proceed properly.

The Vice President of Administration will continue to direct construction of the various buildings scheduled for completion by summer 2005 as outdated buildings, such as the PTA buildings, C and E, are removed, and new ones erected onsite.

8.2 *The management, maintenance, and operation of physical facilities ensure that effective utilization and continuing quality, necessary to support the programs and services of the institution.*

Descriptive Summary

The college occupies a 23-acre site comprising 355,316 square feet of landscape, open space and corridors, in addition to 780, 000 square feet of gross building area. Most buildings on campus are over thirty years old. The mechanical and structural deterioration of these buildings pose great challenges on the Physical Plant Department staff that is constantly striving to provide maintenance and, or repairs. Consequently, the college continually submits requests for state funding through Deferred Scheduled Maintenance, Hazardous Substances Removal and Capital Outlay.

Since the 1997 Accreditation Self-Study, a multitude of maintenance, repairs or replacements have been accomplished with the use of state and federal funds. These projects include, but are not limited to: installing of a new Energy Management System that allows for a single point of control on room temperatures for nearly sixty percent of college offices and classrooms, while addressing air quality issues throughout campus; complete replacement of the college's fire alarm system, re-roofing of the "F", "H" and "J" buildings, resurfacing of decks in the "B" and "D" buildings, replacing all campus lighting with new energy-efficient fixtures, re-piping plumbing fixtures in "A", "B" and "C" buildings, and expanding the Child Development Center with a new re-locatable building, and completely wiring and installing of a new telephone system.

Phase One construction is complete. Phase Two is to be completed with Proposition A funds. Phase II includes the remainder of the telephone lines, data drops and wiring. Projects currently in progress include replacing three boilers in the "D" and "G" buildings, re-roofing of "D" building and installing air conditioning in the "F" and "B" buildings. Ongoing maintenance of grounds and paved areas, in addition to other nonroutine projects strain the department's resources, as present staff take on the responsibility of accomplishing these tasks.

In order to address major issues, such as space allocation, for shortage of parking spaces and lack of office space, the college has received \$138 million dollars from the Proposition A bond measure. These funds are designated for the remodeling, renovation of existing facilities and construction of new facilities. As a result of the bond measure, the college engaged in the development of a Facilities Master Plan. The plan has raised a high level of expectation among the college community regarding the future of LATTC and is anticipated to correct inadequacies in the current conditions of the campus, while setting the stage for future expansion of the facilities.

The Physical Plant Department currently manages, maintains, and operates the college's physical facilities, with a staff comprised of carpenters, electricians, custodians, gardeners, mechanics and others.

Currently, campus faculty and staff send requests for facilities maintenance and repairs, via an online work order system, in addition to email and the telephone. Requests are logged into the system, which maintains a record of each action taken. This system is available campus-wide, and allows for automated reporting, provides historical documentation, while helping assess effectiveness and planning. Utilization of this system also allows the requestor to oversee each step in the process while maintaining a paperless record for easier tracking.

Self Evaluation

In the March 2002 Accreditation Self-Study Faculty/Staff/Administrator Survey, employees were asked if they believed they have adequate space to perform their jobs (Doc 8.2). Results indicated divided perceptions as 52 percent of the campus response either agreed or strongly agreed, while 38 disagreed or strongly disagreed, and remaining respondents neither agreed nor disagreed. Related issues are currently being addressed, with incremental solutions in the campus Educational Master Plan 2003.

According to the survey, there exists an overall level of disagreement among faculty, staff and administrators regarding the adequacy of the facilities allocated to the educational programs and services. Numbers indicated that only 19 percent of the surveyed constituents agreed or strongly agreed that facilities adequately support the campus' programs, while 55 percent disagree. The remaining percentage is undecided.

There are mixed perceptions among administrators, faculty and staff regarding the college's operation and maintenance support staff of campus facilities. It has been widely recognized that despite staff shortages in prior years, the Physical Plant Department maintained a relatively, and moderately high level of satisfaction among the campus community. Currently, as vacant positions have been filled, responses have become timelier and maintenance more consistent.

The college has completed the Facilities Master Plan. The campus will seek approval by the district Board of Trustees when the Environmental Impact Report (EIR) is completed.

Planning Agenda

The campus will pursue approval of the college Facilities Plan by the district Board of Trustees, when the Environmental Impact Report (EIR) is completed.

It is recommended that the campus follow the recommendations and the timelines in the Facilities Master Plan.

The campus will explore methods for consistently informing and updating the campus community of project progress, delays, or revisions to the Facilities Master Plan.

LATTC will continue to implement the projects as determined by the Proposition A bond measure.

8.3 Physical facilities at all site locations where courses, programs and services are Offered, are constructed and maintained in accordance with the institution's obligation to ensure access, safety, security and a healthful environment.

Descriptive Summary

State and federal laws and regulations are the basis for policies governing access safety, security and a healthful campus environment. The District Risk Officer coordinates all inspections and the updates of occupancy licenses as required. In addition, the board has adopted Board Rules 9803 through 9806 regarding conduct on campus, 9901- 91005 regarding free speech, and Rules 91102 – 91204 regarding campus access. Chapters 16 of the board rules address sexual assault. Regulations B-4, B-5 and B-6, in addition to state and federal law, describe board policies prohibiting discrimination based on physical disability, and regulations regarding accommodation of disabled students.

The Vice President of Administration is responsible for ensuring that all facilities on campus comply with safety, health and access regulations. To ensure the safety of everyone on campus, The Emergency Response Plan has been revised as of May 1, 2001 (Doc. 8.4).

All activity supervisors are expected to be familiar with the overall principles provided in the plan and to participate in the training, testing and plan reassessment activities. Los Angeles Trade-Technical College's Emergency Response Plan addresses issues related to a community college environment in general, as well as to this particular college.

Self Evaluation

According to the Los Angeles Trade-Technical College Assessment Report by Triangle Associates, Inc., dated January 7, 2002, the consensus was that the college "lags far behind most institutions in computer-based internal communications infrastructure" (Doc. 8.5). This has led to a number of negative consequences. The shortage of telephones, computers, Internet access, email, and fax machines, has led to a widespread, and understandable frustration. Most of this issue has been addressed with our new phone system, which is fully operational. In addition, the installation of computer drop lines has progressed in an effort to provide all offices access to the Internet and email. Access is currently available in the Learning Resources Center Faculty and Staff Development Office.

Planning Agenda

It is recommended that the college continue in its efforts to build upon its computer-based internal communications infrastructure to install computer drop lines throughout the campus as needed for readily accessible computers, fax machines and Internet access.

The college will continue in its current process of planning for the construction of new buildings, a parking structure and renovation of existing campus buildings projected funded with the \$138 bond measure Proposition A funds earmarked for this campus.

The campus will update its Emergency Response Plan.

It is suggested that the campus evaluate and address campus physical resources issues raised in the LATTC Assessment Report, January 7, 2002 by Triangle Associates, Inc. (Doc. 8.5).

The college will continue to reference and update the Facilities Master Plan (Doc.8.1).

8.4 Selection, maintenance, inventory and replacement of equipment are conducted systematically to support the educational programs and services of the institution.

Descriptive Summary

Selection and replacement of equipment is conducted at the department level. Equipment is either selected from a pre-approved state or agency list, or obtained through competitive bidding. Most computer equipment is purchased using the vendor recommended by the college's Management Information Services (MIS). Warranties are included in the purchasing price.

Equipment is maintained on a daily basis. Early in the morning the elevators, heating, air conditioning, and lighting of each building is checked by the plant facilities staff before the campus opens. When equipment repair is needed, a work request is completed by the department and forwarded to the physical plant department. Repairs are either completed by the campus or contracted for outside service. District wide facilities decentralization enables deferred maintenance contracts to be processed on campus.

Inventory had been conducted by and maintained by the campus physical plant department. Recently a new system for inventory was implemented district wide. Any equipment with a value of \$5000 or more will now be bar-coded and entered into a computer database maintained by the district. The database will show what room the equipment is located in, thus ensuring that the physical plant department is aware of when equipment moves from one location to another.

Self Evaluation

Repair requests are responded to on first-come, first-served basis with safety repairs receiving priority. Due to the decentralization of scheduled maintenance contracts, the campus is able to respond to projects much more quickly.

Purchasing computers through a college vendor allows equipment to be serviced by the college's technicians.

Timeliness of selecting new or replacing obsolete equipment varies from department to department and depends largely upon the department chair and, or whether or not individual faculty members advocate for new equipment. Fifty-four percent of

respondents of the accreditation surveys stated that replacement of equipment is not conducted systematically in support of the educational programs. Forty-three percent of respondents feel that industry specific equipment is not in adequate supply or up to date. Grant money has often been used to obtain new or replacement equipment.

Planning Agenda

It is recommended that repair requests be responded to on first come, first serve basis with safety repairs receiving priority.

The college will continue purchasing computers through a college vendor, allowing equipment to be effectively serviced by the college's technicians. In addition, it is recommended that the college standardize purchases of equipment, e.g. audio-visual equipment for easier on-campus repairs.

The college will benefit from initiating policies and procedures for systematically replacing equipment in support of educational programs.

It is recommended that the campus update and increase its supply of electronic non-computerize equipment.

It is suggested that the college continue exploring alternative funding sources for the purchase of equipment, e.g., downtown businesses or advisory board members.

The inclusion of a maintenance contract in the price of all sophisticated and expensive campus equipment is necessary to help ensure that equipment will be properly maintained by people skilled and trained to work on the specific equipment.

8.5 Physical resource planning and evaluation support institutional goals and are linked to other institutional planning and evaluation efforts, including district or system planning and utilization where appropriate.

Descriptive Summary

The Facilities Manager, the Planning and Advisory Committee Facilities Committee, the President's Cabinet, and the faculty and staff provide evaluation of physical resources. Input from this evaluation is used in the planning of four major campus documents: the Scheduled Maintenance Plan, the Capital Construction Plan, Facilities Master Plan and the Hazardous Substance Removal Program (Docs. 8.6, 8.7, 8.1, 8.8).

The Scheduled Maintenance Plan is submitted annually by the college to the district office, and compiled with those from the other colleges and submitted to the State Chancellor's Office. The document is prepared as a result of evaluation of facilities by the Facilities Manager and serves as the basis of funding from the state for large maintenance projects under \$400,000. Funding for the approved projects requires a 50 percent match by the district. Of the district match, approximately 6 percent comes from

the college's budget, and the remainder of the match is provided from the district wide account. In 2001-2002 the state reduced the funding for Scheduled Maintenance, as the amount budgeted in the district wide budget account was greater than needed, resulting in the entire match being funded district wide.

The Capital Construction Plan is a five-year plan and is submitted annually to the district. It is merged with the other district college Capital Construction Plans to create a prioritized project list to be submitted to the State Chancellor's Office. This document is prepared with input from the Planning Advisory Committee, Facilities Committee and the President's Cabinet. This plan includes projects that are greater than \$400,000 and funding for projects is based on capacity/load ratios a capacity/load ratio is calculated on the square footage in classrooms, laboratories and offices, divided by the number of students in classrooms and laboratories and the number of certificated staff (Doc. 8.7).

In 2001 the district passed a \$1.3 billion bond measure for facilities. The passage of local bond measure Proposition A has provided funding for capital improvements, equipment and planning for the capital improvements. The college prepared a priority list that included projects from the Scheduled Maintenance Plan, the Capital Construction Plan and a Planning Advisory Committee Retreat in June 2000. The college's share of the bond funds is \$138 million. The college has begun implementing Proposition A projects with the funding of the Facilities Master Plan, acquisition of the PTA property, and contracting with the Environmental Impact Report and the traffic consultants.

Other projects that in process are the renovation of the "G" and "J" buildings, relocation of the ramp from the "F" building roof parking lot, relocation of the construction technology department's construction yard. The campus is in the process of acquiring the Gaffels Coffee Company property through eminent domain and selecting an architect for the north campus, hiring a project management firm, and selection of a programmer/architect for the south campus. The college total of \$138 million will fund approximately 80 percent of the five-year Facilities Master Plan.

The Facilities Master Plan will provide a footprint for facilities planning for the next five years, and a vision of future facilities in the next thirty years. The architectural firm of MDA Johnson, Favaro was hired to prepare a Facilities Master Plan. The process was inclusive of the college community and included individual meetings with department chairs, associate deans, deans, vice presidents and the president and two core group meetings, two presentations to the Planning Advisory Committee, two meetings with the Oversight Committee, and Three campus Town Hall Presentations.

There are two additional two ways that projects are included in work schedules: regular maintenance and Alteration and Improvement Projects.

Evaluation for regular maintenance is provided by the facilities staff and the faculty and staff. Requests can be submitted electronically, by telephone, and through a paper process, Work and Repair Request. These requests are reviewed, evaluated, planned, and scheduled by the Facilities Manager.

Requests for Alteration and Improvement Projects can be submitted via three methods. Projects can be requested using the same process as regular maintenance projects, as a part of the Operational Plan process, and through verbal requests to the respective Vice President of Administrative Services. These requests are reviewed by the President's Cabinet and planned for implementation by the Vice President of Administration, the Facilities Manager and the Supervising Network and Computers Systems Technician, based on input from the President's Cabinet and the Plant Facilities workload.

Self Evaluation

The Scheduled Maintenance Plan is effective and LATTC receives funding for the majority of campus priority projects.

The Capital Construction Plan is not efficient for LATTC as the capacity/load ratio for classrooms is approximately 142 percent and over 200 percent for laboratories. The State is currently funding capacity/load ratios under 100 percent. The district is working with the state to provide funding based on the need for renovation, modernization, and the district's ability to provide some funding for a project, and the age of the building. If accomplished, LATTC would be in a very favorable position to receive state funding for the remainder of its projects.

Local bond measure Proposition A funds will transform the campus into a modern downtown facility. The college currently does not have a presence with a recognizable entrance, or a skyline. Proposition A funds will provide a college entrance, transform Grand Avenue with college buildings on either side, and will create a college skyline that will be identifiable from major freeways and from downtown Los Angeles.

The Facilities Master Plan will provide a structured plan and blueprint for the immediate and future development of the campus. It includes new and renovated buildings that will increase on-campus parking, and increase the amount of green space in the form of quads and courtyards, that will help to create a comfortable college or university-like environment-for students, faculty and staff.

Through regular maintenance and Alteration and Improvement Projects methods are being identified for projects. Physical Plant has suffered from a lack of staff or staff in the proper classes. The filling of key positions and reduction of out-of-date positions are being rectified through hiring and attrition.

Planning Agenda

Is it recommended that in order to increase the college's competitiveness with the state in the area of capital construction, the college needs to review and make necessary corrections to the facilities and class size inventory. The process began in fall 2001 and will continue in the existing facilities and as the new facilities come online.

The college has contracted with Educational Planning Associates for the creation of the campus Educational Master Plan 2003. It is recommended that when it is completed, the plan will be integrated with the Facilities Master Plan, and be used for further evaluation and programming of facilities.

Standard Eight: Physical Resources Documents List

- 8.1 Facilities Master Plan 2002
- 8.2 March 2002 Accreditation Self-Study Faculty/Staff/Administrator Survey
- 8.3 Educational Master Plan
- 8.4 Emergency Response Plan, Revised May 1,2001
- 8.5 Los Angeles Trade-Technical College Assessment Report by Triangle Associates
- 8.6 Scheduled Maintenance Plan
- 8.7 Capital Construction Plan
- 8.8 Hazardous Substance Removal Program