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## III.B. PHYSICAL RESOURCES

*\*In order to avoid redundancy and be as concise as possible, the College created a Glossary located in the Appendix explaining the processes and structures of the institution, such as Program Review. These processes and structures referenced in the report are noted with asterisks which are explained in greater detail in the Glossary.*

### III.B.1

**The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.**

#### **Evidence of Meeting the Standard:**

- The College closely adheres to all Federal, state, and local agencies regulations, including air quality mandates, safety vessels requirements, operation and inspection of automatic devices, and storage of hazardous materials (III.B.1-1),(III.B.1-2).
- The facilities safety standards established by California Occupational Safety and Health Act (Cal OSHA) inform the College's workplace conditions (III.B.1-3).
- All fire sprinklers and alarms meet National Fire Protection Association recommendations (III.B.1-4).
- The College adheres to state and local agency regulations on lighting, fire escape procedures, exit doors, and fire extinguisher inspection (III.B.1-5),(III.B.1-6).
- The College complies with all Americans with Disabilities Act (ADA) regulations (III.B.1-7).
- The College's Facilities Master Plan ensures the safe and cost effective use of facilities and establishes a maintenance schedule for buildings, grounds, and equipment (III.B.1-8).
- The College contracts with the Los Angeles County Sheriff's Department for campus security (III.B.1-9).
- The District risk management department regularly evaluates projects and facilities on campus to identify liabilities and exposure, develop loss control strategies, and implement risk-avoidance programs (III.B.1-10).
- The Facilities and Planning (FPC) and the Work Environment (WEC) Committees address issues of access and safety for students and staff and provide input to the facilities department on the construction and maintenance of physical resources (III.B.1-11), (III.B.1-12).
- The College evaluates the safety and sufficiency of its facilities and physical resources by conducting annual faculty and staff surveys (III.B.1-13).
- The Incident Response Plan (IRP), developed in 2012, addresses the College's ability to prepare for emergencies and respond to natural disasters (III.B.1-14).
- All College crime statistics are published every October pursuant to the Clery Act (III.B-15).

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## **Analysis and Evaluation:**

Various teams, including the Disabled Students Programs and Services, the sheriff's department, the facilities division, and the District risk management office, collectively ensure the College's compliance with all applicable state regulations.

Facilities maintenance is guided by the coordinated efforts of WEC, FPC, the Budget and Planning Committee, and the Citizens' Oversight Committee. Students and staff may report safety, lighting, and cleanliness issues to the facilities department by way of an online work order system (III.B.1-16). IRP, developed in 2012, has given rise to drills such as the California Shake Out, active shooter trainings, and workshops by the threat assessment team.

To ensure insurance requirement compliance, the District risk management department regularly conducts a campus safety and building hazard inspection. (III.B.1-7). Furthermore, the department regularly evaluates programs, projects, and facilities to identify liabilities and exposure, develop loss control programs, and implement risk-avoidance programs (III.B.1-10).

Prior to the publication of the crime statistics (Clery) report, the administration and the sheriff department review the College's rate of incidents for the year and, if necessary, determine techniques to reduce incidents.

In addition to the mechanisms delineated above, student and faculty/staff surveys (spring and fall 2014, respectively) help to assess the efficacy of the College processes and to initiate improvements.

Los Angeles Mission College meets this standard.

### **LIST OF EVIDENCE**

III.B.1-1	<a href="#">AQMD Report</a>
III.B.1-2	<a href="#">AQMD Permits</a>
III.B.1-3	<a href="#">Consolidated Permit: Hazardous was</a>
III.B.1-4	<a href="#">Fire Protection Equip Perm Report</a>
III.B.1-5	<a href="#">See III.B.1-4</a>
III.B.1-6	<a href="#">See III.B.1-4</a>
III.B.1-7	<a href="#">ADA Compliance</a>
III.B.1-8	<a href="#">Facilities Master Plan update 2014</a>
III.B.1-9	<a href="#">Sheriff's Contract</a>
III.B.1-10	<a href="#">Lexington Insurance Report</a>
III.B.1-11	<a href="#">Facilities Planning Website</a>
III.B.1-12	<a href="#">WEC Website</a>
III.B.1-13	<a href="#">Fall 2014 Faculty Survey pages 3&amp;4</a>
III.B.1-14	<a href="#">Incident Response Plan</a>
III.B.1-15	<a href="#">Clery Report</a>
III.B.1-16	<a href="#">Online Work Order Sample SAP link</a>

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### **III.B.2**

**The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.**

#### **Evidence of Meeting the Standard:**

- The College relies on Program Review\*, the Facilities Master Plan, the Educational Master Plan, the deferred project maintenance plan, and the Five-Year Construction Plan when planning its future buildings (III.B.2-1 through III.B.2-5).
- The scheduled maintenance and Five-Year Construction Plan (SMSR 5YP) is updated annually and guides the multi-year facilities maintenance program (III.B.2-6).

#### **Analysis and Evaluation:**

The College relies on Program Review\* and annual unit plans, the Educational Master Plan, the Facilities Master Plan and the Facilities and Planning Committee to review and analyze the needs of programs and services in relation to resources, facilities, equipment, and other assets.

The College takes into consideration all budgeting encumbrances, recommendations from the shared governance process, overall community needs, and institutional planning when planning for the future. The objectives of the Facilities Master Plan align with the objectives of the Educational Master Plan and include:

- Provide minor alterations to buildings to meet changes in instructional needs.
- Ensure the effective and safe operations of facilities.
- Provide a maintenance schedule for buildings, grounds, and equipment to eliminate or reduce the risk of fires, accidents, and safety hazards.

The College, relying on its master plans and various bond measures, has been able to expand and modernize its facilities in an unprecedented manner. The College's \$436 million share of recent bonds measures has permitted the completion of a large number of construction projects such as the Center for Math and Science (CMS), the Health and Fitness Athletic Center (HFAC), and parking facilities, and spurred campus-wide modernization projects (III.B.2-3). To date, 75% of the construction projects on the facilities master plan are completed. The Arts, Media, and Performance building will be completed in spring 2017 and the construction for the central energy plant will begin in fall 2017. The remainder of bond funds will be used to complete the renovation or construction of classrooms and/or to equip additional facilities with new IT infrastructure.

Deferred maintenance projects, overseen and funded by the District are completed according to a prioritized list and the District maintenance and operation plans (III.B.2-4). The deferred construction list contains all construction and maintenance projects that have been put on hold due to a lack of bond funds. The final three projects at the College, pending bond fund availability, will be the following:

- Plant Facilities Building (26,000 square feet)
- Student Service Center Building (39,000 square feet)
- Athletic Complex

The College needs to ensure that facilities coming from the proposed Bond Measure in November 2016 include the building of adequate facilities for Student Services (see QFE).

Los Angeles Mission College meets this standard.

#### **LIST OF EVIDENCE**

- III.B.2-1      [Program Review website](#)
- III.B.2-2      [Facilities Master Plan update 2014](#)
- III.B.2-3      [Educational Master Plan](#)
- III.B.2-4      [Deferred project Maintenance plan](#)
- III.B.2-5      [LAMC 2014-2018 Five-Year Construction Plan](#)
- III.B.2-6      [SMSR Five-Year Plan](#)

### **III.B.3**

**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.**

#### **Evidence of Meeting the Standard:**

- The College plans and evaluates its facilities and equipment on a regular basis via Program Review\*, shared governance committees, and the assessment of its various master plans (III.B.3-1),(III.B.3-2),(III.B.3-3).
- The annual review of the Five-Year Facilities Construction Plan and the annual space inventory report the capacity/load ratios and are based on current and projected enrollments (III.B.3-4).
- The College District subscribes to FUSION (Facility Utilization, Space Inventory Options Net), a framework designed for the California Community Colleges (CCC) to streamline current facilities planning processes and compute the ratio of available square footage to utilization (III.B.3-5).
- Classroom usage and effective enrollment strategies are informed by the Facilities Master Plan (III.B.3-6).

#### **Analysis and Evaluation:**

The College evaluates the effectiveness of its facilities and equipment by gathering information from various sources such as shared governance committees such as WEC and FPC. The College abides by all applicable Federal, state, and county code regulations while operating within parameters of the District’s purchasing policies.

Academic Affairs monitors classroom occupancy and enrollment patterns to maximize space utilization across campus. As outlined in the 2009 College Master Plan, the campus currently

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allocates 61 percent of its space to classrooms and 20 percent to support staff.

The director of facilities and the Vice President of Administrative Services, upon annual evaluation of campus facilities, provide a list of scheduled maintenance projects to the District. These items are subsequently prioritized alongside the other nine colleges' requests and submitted to the state for funding. Upon approval of requests, funds become available for individual projects on the campuses and disbursed by the District to individual colleges.

Los Angeles Mission College meets this standard.

#### **LIST OF EVIDENCE**

- III.B.3-1 [Program Review website](#)
- III.B.3-2 [Facilities Planning minutes](#)
- III.B.3-3 [College Council Minutes](#)
- III.B.3-4 [Annual Space Inventory Report](#)
- III.B.3-5 [Facility Utilization, Space Inventory Options NET \(FUSION\) Access](#)
- III.B.3-6 [Facilities Master Plan update 2014](#)

#### **III.B.4**

**Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.**

#### **Evidence of Meeting the Standard:**

- The Facilities Master Plan (FMP) and Educational Master Plan (EMP) guides the College in its long-range capital planning (III.B.4-1) (III.B.4-2).

#### **Analysis and Evaluation:**

FMP, developed in 2009, steers long-range capital planning on campus and proposes the expansion of the College to accommodate 15,000 students. Guiding principles include the increase in classroom space, parking, laboratories, and office space, the development of a one-stop Student Services Center, and the renovation of select buildings. The total cost of ownership is given careful consideration when choosing between erecting a new building and renovating an existing structure. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

The new master planner, USR Corporation, in conjunction with Build-LACCD, and the project management group, AECOM, will continue to work on the College's long-range goals within existing budget limitations.

Los Angeles Mission College meets this standard.

#### **LIST OF EVIDENCE**

- III.B.4-1 [Facilities Master Plan update 2014](#)
- III.B.4-2 [Educational Master Plan](#)