Standard III – Resources

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Standard III.B – Physical Resources

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Standard 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.**

Long Beach City College is a two campus district with 120 acres and 923,312 sq. ft. of building space at the Liberal Arts Campus and 30 acres and 326,996 sq. ft. of building space at the Pacific Coast Campus with total district square footage equal to 1,250,308 sq. ft. Long Beach City College is currently implementing major construction projects and renovations on both campuses as a result of voter approval in 2002 of $176 million in property tax assessments known as Measure. In 2008, voters approved an extension of Measure E to fund implementation of its construction plans outlined in its Long Beach City College 2020 Unified Master Plan (3.B.1). Voter approval of an additional $440 million is evidence of strong community support for LBCC’s mission to provide vital physical resources to serve the needs of its student population. The state allocated an additional $45.8 million to support the Measure E Bond. Per Proposition 39 guidelines, the Board of Trustees of the Long Beach Community College District established and confirmed the Citizens Oversight Committee (COC) (3.B.2). The COC is assigned the responsibility to monitor spending of the Measure E Bond funds and report inappropriate expenditures of such funds. In doing so, the COC holds public meetings as often as deemed necessary to fulfill its duties. Since the inception of the COC, the audit teams have not found a single reportable misuse of funds. The district is currently competing for another $63.8 million of state funding to augment the Long Beach City College 2020 Unified Master Plan.

Long Beach City College’s 2020 Unified Master Plan is based on the anticipated building and space needs identified in the Educational Master Plan (3.B.3) and the Facilities Master Plan 2025 Update (3.B.4). Both of these plans provide information establishing the physical resource needs in the form of buildings and instructional space to enhance institutional effectiveness and contribute to overall student learning outcomes and success.

Since the inception of the Measure E Bond Initiative (3.B.5) the district has added 329,746 gross square feet (GSF) to the college’s building inventory and renovated 181,248 GSF of building space. Since the previous evaluation (see chart below) the district has added 250,110 GSF of new building space and renovated 181,248 GSF. The 2020 Unified Master Plan targets an additional 105,348 GSF of new building space and 322,470 GSF of future renovated space. The district uses the California Community Colleges Facilities Utilization Space Inventory Option Net (FUSION) program to track building inventory. The Fusion Space Inventory Report 17 documents the building space added and renovated per year (3.B.6) (see Figure 1).
The expansion and renovation of instructional space has contributed to an improved learning experience for students at both campuses. The basis for the improvements and expansion is the need to provide resources for improved student outcomes and institutional effectiveness. The total amount of added and renovated gross square footage is evidence of the effort the district is making to improve student learning outcomes and institutional effectiveness by providing the physical resources needed to improve the student learning experience here at Long Beach City College.

The three main documents that LBCC uses to plan its facilities needs are the Five-Year Capital Outlay Plan (3.B.7), the Local Assistance Submission (3.B.8) and the Space Utilization Inventory (3.B.9). Each of these documents is generated annually and input into the California Community College’s System’s Office database known as Facilities Utilization Inventory Options Net (FUSION). FUSION is a database of over 75 million square feet of California Community College Facilities that tracks the condition assessments and develops cost modeling for maintenance projects, enabling colleges to plan budgets and help facilitate the building resource needs of the district.

The Five Year Capital Outlay Plan is updated and submitted annually to the Chancellor's Office. The district is required by the California Education Code to submit information in the form of a Five Year Capital Outlay Plan identifying infrastructure needs and the costs for a five-year period. The Five Year Capital Outlay Plan contains a prioritized list of new construction projects needed by the district based on Capacity Load Ratios.

The Local Assistance Submission is based on an annual site inspection from which a list of the most needed repairs and replacements of both buildings and equipment are reported. This report is evaluated and prioritized and contains items such as hazardous material removal, HVAC, plumbing, and ADA access improvements. Each year after the site inspection, the list is prioritized again as new items become more urgent than they had appeared on the previous year’s list.
The Space Utilization Inventory (3.B.9) is performed every three years in cooperation with the Chancellor's Office and the data is updated in Fusion. Industry experts conduct The inventory by walking all of the facilities and documenting the condition of the buildings and equipment. This report rates the condition of the space and equipment and provides an accurate measure for replacement or repair. The inventory also serves as the base for the district’s capacity load ratios which are used to determine eligibility funding for state supported capital outlay.

Together these plans are used to estimate the physical resources needed to support student success at Long Beach City College. In addition, the Educational Master Plan (3.B.3) and the Long Beach Enrollment Forecast are used in conjunction to provide accurate data to project the physical resource requirements of the district. The 2020 Unified Master Plan utilizes all of these reports to create the master plan of projects and to identify which projects will be built and also to establish a rough schedule for building.

Measure E bond (3.B.5) funding, along with state augmentation funds, is allowing LBCC to transform the two campuses and continue progress on the 2020 Unified Master Plan. The 2020 Master Plan identifies the physical resource needs of the district for new, renovated building space and instructional equipment. The district is currently in the process of constructing the following projects at the LAC: the Math and Culinary Arts Building, the Nursing and Health Program Building and the Storm Water Compliance Project. Also under construction at the Pacific Coast Campus are Buildings AA and BB, with Building GG, the Student Service Center, beginning soon (see Figure 2).

Some of the projects completed at LAC over the last five years are: the Library/Learning Resource Center, Bookstore Building I, Central Chiller/Boiler Plant, Public Safety Building LAC, districtwide Utility Infrastructure Replacement, a 900 Space Parking Structure, Student Services Center Building A, Administration and Classroom Building T at the LAC. The district also purchased and remodeled the Community Outreach and Services Building O. Some of the projects completed at PCC over the last five years are: Fitness Center Building CC, the Library/Learning Resource Center, Aviation and Automotive Building JJ, Construction Technology II, Central Chiller Plant, and multi-purpose disciplinary Buildings DD and EE.

Planned projects for the future include Construction Trades 1 and 2 Building MM, Lecture Hall Building FF at the PCC, and Science Building D, English and Literature Building P, Auditorium Building J, and Music Building G at the LAC (see Figure 3).
Figure 2. Map of Pacific Coast Campus
Figure 3. Map of Liberal Arts Campus
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.

Descriptive Summary

It is the policy of the Long Beach Community College District to maintain a safe and secure environment for its students, staff, and visitors. Safety and security requires that everyone on campus be alert, aware, and responsible.

The Long Beach Police Department provides police services to the Long Beach Community College District through its City College Unit (3.B.11). The City College Unit comprises an assigned Lieutenant, four police officers, 16 security officers, and a dedicated dispatcher who are assigned to both the Liberal Arts Campus and the Pacific Coast Campus. They patrol both campuses 24/7 and are the first point of contact for incidents on campus.

Long Beach City College in conjunction with the Long Beach Police Department publishes on its website in accordance with the United States Code Section 1092, The Jeanne Cleary Disclosure of Campus Security and Crime Statistics Act (3.B.12).

All new buildings and renovations at Long Beach City College are designed and submitted to the Division of State Architecture (DSA) for review and approval. The approval process at DSA assures ADA compliance, Seismic standards and National Fire Protection Association (NFPA) fire safety requirements for every building (3.B.12 and 3.B.13).

The California Community Colleges Chancellor's Office requires an annual submission of a Five Year Capital Improvement Plan (3.B.7). The improvement plan uses capacity load ratios to determine the sufficiency of all instructional areas of the district's buildings. The capacity load ratio standard and measurement criteria are established by the Chancellor’s Office and are considered the standard to measure education institutions instructional sufficiency in California. FUSION is the software application where the Five Year Plan and all capacity load data is archived for the district. The FUSION program serves many functions for the district concerning building space information.

The Five Year Capital Outlay Plan submitted to the Chancellor’s Office annually indicates the district’s Capacity Load Ratios are between 80 percent and 95 percent on average. The purpose of the cumulative capacity load analysis is to determine the impact each construction or renovation project will have on the type of space analyzed, both in terms of assignable square feet and weekly student contact hours. A 100 percent capacity load would indicate the classroom or laboratory spaces would be at full capacity. “Capacity” is the capability a facility has to generate contact hours and “load” equates to the current or projected enrollment levels. If capacity remains constant (i.e., a new project is not built) and load (enrollment) increases, the capacity load ratio will decline.

The Five-Year Capital Outlay Plan gives the Chancellor's Office a complete picture of the capital improvement needs and projects at the college, enabling the Chancellor's Office to make informed decisions regarding project priorities for state funding. The Five Year Capital Outlay Plan may be the only document that the Chancellor's Office sees pertaining to the capital outlay needs of the district. As such, the document must convey the master planning context, decisions, and outcomes along with current capital outlay needs and objectives and
the list of proposed projects. The projects submitted in the Five Year Capital Outlay Plan are derived from the project prioritization list approved by the Facilities Advisory Committee.

Long Beach City College owns and maintains two off-site facilities. One off-site facility offers specialized instructional services at a 2.3-acre Child Development Center on Clark Avenue just north of the Liberal Arts Campus. Another off-site property is located off the Los Coyotes Diagonal and Palo Verde Avenue. This seven-acre site has two structures, including two medical office buildings that are presently leased. In addition to responding to any notifications of facility repair or maintenance needs at the sites, staff from the Facilities department regularly inspects the off-campus properties to make certain that the same standards for safety and structural soundness exist as those for on campus and that they meet district standards. The district uses the same standards and criteria to determine safety standards for off-campus sites as it does for on-campus buildings. The college also leases off-site facilities. The criteria and the process for determining safety and sufficiency are based on the lease document.

The district utilizes state funding available through the Chancellor's Office and local Measure E bond funds to fund new building and renovation projects. The priority of the projects is based on, the 2020 Unified Master Plan (3.B.1), the Five Year Capital Outlay Plan (3.B.7), the Space Utilization Inventory (3.B.9) and the Local Assistance Submission. These reports are based on evaluations and data that indicate where improvements or new space is needed. The district utilizes these reports and the California Public Contract Code (3.B.15) to competitively bid the construction projects.

The institution supports distance delivery (3.B.17) of instructional classes in multiple ways. The district’s data center houses the servers and storage required to provide a robust and secure Learning Management System (LMS). Servers and storage are leased and one-third is replaced each year guaranteeing an up-to-date infrastructure to support distance learning.

Faculty use of the LMS for course development and teaching is supported with many physical and digital resources in the Instructional Technology Development Centers (ITDC), which is housed at each campus. Computers, scanners, and advanced applications and multimedia software are provided and supported by the staff in the centers. Both Macintosh and PC platforms are provided for faculty use. Full-time faculty also have district-maintained computers in their offices. Faculty can also use the ITDCs to conduct synchronous online activities (such as CCC Confer sessions) with their students or for professional development with their peers at LBCC and elsewhere. The district also provides two fully-equipped videoconferencing classrooms, one at each campus, that be used by faculty with their classes.

Students are supported through the many computer labs across the district. There are multidisciplinary labs as well as discipline-specific labs for students to use. The Library/Learning Resource Center at the Liberal Arts Campus provides the Academic Computing Center’s open access lab with 175 workstations for student use. At the smaller Library/LRC at the Pacific Coast Campus, the open-access computer lab has 57 stations as well as a multidisciplinary lab with an additional 30. Access to the LMS as well as other assets such as software, digital library resources, and Internet access are provided in these computer labs. The district supports over 100 computer labs or clusters across both campuses with over 2,300 available computers for student use.
The district also provides access to its YouTube educational channel for LBCC-produced educational videos that are used in online classes. Faculty also make use of their own YouTube accounts to host instructional videos created for their online or face-to-face classes.

Self Evaluation

The Facilities Advisory Committee (3.B.18) has oversight of all proposed construction and building improvement projects. The committee reviews, approves and modifies the project prioritization list (3.B.19) that determines which projects will be given funding priority. The self-evaluation process of periodically reviewing and updating the Five Year Capital Outlay Plan (3.B.7) has led to re-prioritization of some of the building schedules. This process also resulted in adding more lab space at the PCC to enable lab classes at the PCC in the new classroom Buildings EE and DD.

The district performs periodic inspections of buildings and grounds for ADA compliance and safety issues in cooperation with the districts’ Insurance administration, Keenan and Associates. An annual State Wide Association of Community Colleges (SWACC) report (3.B.20) is generated from the inspections noting areas of concern and improvement. When discrepancies occur, the district provides safety training in cooperation with Keenan and Associates for the proper safety procedures following Occupational Safety and Health Administration (OSHA) guidelines and requirements. A follow up from the SWACC team ensures all issues that were of concern during the inspection are corrected and addressed (3.B.21).

The Facilities Department has implemented a Preventive Maintenance and Inspection Program (PMI). The PMI program schedules and documents the regular maintenance of all campus equipment. The PMI program contains schedules and lists all tasks to be performed for each piece of equipment, and a record is created to document the tasks performed and the condition of the equipment at the time of inspection. Inspection of the equipment includes a list of safety items to be evaluated and documented as a task for each piece of equipment. In addition, an Inventory Report is created every 3 years in conjunction with the Fusion program to identify and document the condition of all equipment on campus.

Facilities Management is responsible to perform and document the fire safety system testing and inspections and other required equipment testing. The Fire System Annual Inspection Report and the Fire Sprinkler Five Year Certification Report (3.B.22, 3.B.23) document both systems' status and discrepancies. The testing and inspection of safety systems includes the fire alarm evacuation system, the fire sprinkler system, fire extinguishers, emergency generators, the UPS emergency lighting systems and elevators. Each system must pass an annual test and in some cases be permitted by the state of California. This is part of the mission to provide safe facilities for students and related instructional activities.

All of these programs contribute to safe and sufficient physical resources that support and assure the integrity and quality of the institution's programs and services.
Actionable Improvement Plan
None

III.B.1.a. The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services.

Descriptive Summary
Each college department evaluates its needs on an annual basis through the department planning process whereby deans, department heads and faculty provide primary input regarding the specific needs of individual programs and services. The resulting information pertaining to physical resource needs is submitted to the Facilities Advisory Committee that forwards its recommendations to the College Planning Committee for inclusion in the Educational Master Plan. Over the last four years LBCC has made available $200,000 per year from the Local Redevelopment Funds to fund Academic program capital outlay improvements (3.B.24). Each year, deans prioritize these improvements, and each area of instruction is allocated a portion of the Redevelopment Funds. The funding has been used to purchase new classroom furniture, whiteboards and other instructional equipment.

Consultants with expertise in the area of educational master planning make projections based on student load, population growth patterns, education program/curriculum growth, departmental plans, the distance learning plan (3.B.17), the technology plan, and the economic needs of the region, and through state-approved formulas used to determine the square footage needed in the future. This information is taken by architectural consultants, who then design space needs to state standards. The information is presented in two documents, the Educational Master Plan (3.B.3) and the Facilities Master Plan (3.B.4). Both of these plans have been integrated to become a more effective tool, which is now referred to as the Long Beach City College 2020 Unified Master Plan (3.B.1). The object of this tool is to produce a single guiding document that will drive all facilities planning. This tool will allow LBCC to plan for the challenges of change. Changes are commonly made to address the needs of the instructional program or to prioritize building projects with available funding. The Facilities Advisory Committee reviews and recommends changes to the project priority list at least once a year. The district has implemented the Schedule 25 classroom scheduling system to better utilize classroom space and reduce the under use of existing classrooms. The system has improved the efficiency of assigning existing classroom space.

Self Evaluation
The replacement and renovation of instructional space is a high priority for both safety reasons and teaching effectiveness. The College Planning Committee takes an institutional perspective and makes recommendations to the Superintendent-President, who makes decisions and then takes recommendations to the Board of Trustees. The district employs the
Facilities Advisory Committee, research from the Office of Institutional Effectiveness and consultants with expertise in physical resource planning to modify resource planning to maximize student outcome effectiveness.

The Facilities department maintains all buildings and associated equipment. The Facilities Preventive Maintenance and Inspection Program (PMI) monitors, inspects and documents the condition of the buildings and equipment on an ongoing basis. The information gathered and documented in the PMI program and the Space Inventory Program (3.B.9) is used to compile the Local Assistance Submission (3.B.8) requests and the Five Year Capital Improvement Plan (3.B.7). The district also keeps "total cost of ownership" information pertaining to the high end equipment in the central plants. The information contains averaged replacement and upgrade costs, periodic service costs and preventive maintenance costs.

Each department writes an annual department plan identifying areas of strength and providing input for improvement. In the department program plan, the department proposes equipment replacement and funding sources, such as the Redevelopment Funds, the General Fund, Bond Improvement Funds and VTEA funds. An October 2013 district employee survey about customer service responses for work order requests indicated a 73 percent favorable response for Facilities Management. All district employees received the survey, which included questions about how the employees felt their requests were being handled.

**Actionable Improvement Plan**

The district will continue to refine Schedule 25 to effectively address the challenge of using all classroom space effectively.

**III.B.1.b. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.**

**Descriptive Summary**

Institutional safety and compliance at LBCC is under the oversight of Business Support Services. Its mission is to ensure a healthy and safe environment for district employees, students, and other members of the campus community. The Business Support Services office is responsible for the development and implementation of the Injury and Illness Prevention Program Plan (IIPP) (3.B.25), which incorporates programs and procedures designed to prevent injuries and minimize the impact of district operations on the natural environment. It is the goal of the Business Support Services office to fulfill these responsibilities in a cost-effective manner with minimal disruption of campus activities. The activities of the Business Support Services office generally involve service request responses, employee training on safe workplace practices, emergency response, regulatory compliance, accident investigation and workplace inspections.
Self Evaluation

The Business Support Services office develops and implements various programs and procedures to support workplace safety and environmental protection. The Injury and Illness Prevention Program (IIPP) (3.B.25) addresses all the regulatory compliance issues for health and safety, including employee safety responsibilities, safe work practices, training, accident reporting and investigation, safety inspections and corrective actions. As part of the implementation of this plan, Business Support Services coordinates monthly safety training and provides safe work practices to employees.

Districtwide inspections are conducted annually in cooperation with the Statewide Association of Community Colleges (SWACC). The SWACC Property and Liability Inspection Report (3.B.18) is an annual campus inspection in cooperation with the district and Keenan and Associates to inspect and document campus liability and safety issues. Spot inspections are conducted throughout the year as generated from reported concerns, accident investigations, or for regulatory compliance (OSHA, EPA, DTSC, local and state Fire Authority, FAA, DOT, and AQMD). The corrective action forms are forwarded to the area that can complete the correction, and a re-inspection date is established. Once the correction has been made, the corrective action form documents the date and time for re-inspection and is maintained by Business Support Services in an electronic database and in a hard copy file.

Environmental Health and Safety (EH&S) is also responsible for the development, maintenance, and implementation of the local Emergency Preparedness Plan, which is based on National Incident Management System (NIMS) and State Emergency Management System (SEMS). As part of this maintenance and implementation, Business Support Services coordinates monthly Emergency Preparedness and Campus Safety Committee meetings to address and identify issues of concern.

Business Support Services also has the responsibility for campus public safety. In August 2003, the college contracted with the Long Beach Police Department to manage campus safety and security. The campus public safety department, consisting of 23 members, includes an assigned Lieutenant for oversight and members of the police department specifically assigned to Long Beach Community College District. The police department conducts all criminal investigations and patrols within the district and is required to produce an annual Campus Report on Crime (3.B.11) in compliance with the Cleary Act. The public report includes detailed actions by the police to reduce crime and any proactive activities undertaken during the year.

The district has established an Emergency Communications Team that is taking a number of significant steps towards a safer campus, including implementation of a campus-wide text messaging system to alert all members of the college community of an emergency situation. In addition, the college is investigating methods of developing a communications infrastructure for classrooms to be utilized in the event of an evacuation or other emergency situation, though this process is complicated by the fact that most of the college’s older classrooms do not currently have telephones. A policy on Injury and Illness Prevention Program has been drafted and appears in Appendix A of the current Injury and Illness Prevention Program (3.B.25) document.
All of these programs are designed and implemented with the safety of the district’s programs and services in mind. A safe, secure and healthy learning environment is the result of the programs administered by Business Support Services and Facilities Management.

**Actionable Improvement Plan**

None

**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.**

**Descriptive Summary**

The district uses the state’s measure of capacity-to-load ratios to assess its two campuses. Capacity-to-load ratios for lecture and laboratory are determined via an analysis of available/usable instructional space as compared to the number of weekly student contact hours generated for that space. For key support space such as offices, the library, and instructional media, the capacity-to-load ratios and the effective/efficient use of facilities are determined by either full-time equivalent faculty or the number of day-graded enrollment. The district uses the results of its building utilization analysis in the annual submission of the Five Year Capital Outlay Plan (3.B.7) to the Chancellor's Office. This plan determines the district eligibility for state-funded construction and improvement funds.

As part of the 2011 Educational Master Planning process, an update to the facility needs for both campuses was commissioned and resulted in the Facilities Master Plan 2025 Update (3.B.4). The goals remain the same as in the previous Resource and Facilities Master Plan 2006: to create a long-term vision for meeting academic growth and addressing facility needs and to identify future projects for campus development.

The Facilities Master Plan 2025 Update (3.B.4) created a functional and usable plan for space that updates the previous assessment for space identified in the Long Beach Community College District Resource and Facilities Plan 2006. The 2025 update assesses the current planning documents associated with the academic and support services programs and validates through quantifiable measures the data to support future space needs for the district’s two campuses. The 2025 Update utilizes information from the Educational Master Plan (3.B.3) and quantitative data from resource documents in the district to project building space need. While the Educational Master Plan does not extend to 2025, it was determined that for construction planning purposes to estimate space parameters to the year 2025.

**Self Evaluation**

The district evaluates and plans its facilities and equipment periodically, using data from the Educational Master Plan’s (3.B.3) goals, objectives and strategies for space quantification
and completes the process and balances the current and future curriculum, instructional
delivery modes, learning environment, and necessary support structures by providing a
comprehensive program of campus development. The Facilities Master Plan 2025 Update
(3.B.4) summarizes the quantitative data needed to plan long-range resource needs of the
district.

Overall, the indicators for the college point to measured but steady growth over the next ten-
year period. Data from the Facilities Master 2025 Update Plan (3.B.3) indicates Weekly
Student Contact Hours (WSCH) generation at LAC is projected to increase from 231,694 in
the base year, fall semester 2009, to 299,787 by fall semester 2025. The average annual
growth rate is projected at 1.84 percent. From a starting point of 62,833 WSCH for fall
semester 2009, PCC is projected to reach 75,914 WSCH by fall semester 2025. This
represents an annual average growth rate of 1.21 percent.

The Facilities Master Plan 2025 Update (3.B.4) identifies disciplines that will need the most
growth. Creative Arts will need both new construction and/or reconstruction based on its
current level of productivity. Growth data for the Language Arts School resulted in some of
the highest growth numbers as the result of heavy demand at the college. The greatest growth
continues to be in mathematics and the district is addressing this need with the new Math
Technology building scheduled to open in the spring of 2015. The 2020 Unified Facilities
Master Plan (3.B.1) contains the building project prioritization schedule that addresses the
building resource needs identified in the Facilities Master Plan 2025 Update.

Actionable Improvement Plan

In order to complete the planning cycle, the institution will develop a process to evaluate the
extent to which the completed buildings meet the goals that they were designed to achieve.

III.B.2.a. Long-range capital plans support institutional improvement goals and reflect
projections of the total cost of ownership of new facilities and equipment.

Descriptive Summary

Long Beach City College utilizes the 2020 Unified Master Plan (3.B.1) for long range
planning for building resources. The Unified Master Plan is derived from institutional
planning in the Educational Master Plan (3.B.3) and the growth forecast. All of the plans and
reports are reviewed periodically to ensure institutional efficiency. The Facilities Advisory
Committee (3.B.16) will modify the prioritization of the projects based on input from the
Academic Senate and the district’s Executive Committee.

The district plans for additional staffing when a considerable amount of space comes on line.
Facilities Management’s standard for cleanable square footage is based on the CASBO
standard of 18,000 gross square feet per custodian. Facilities requests staff increases prior to
any new building space added. Even during difficult budget times, the district added four
new custodial positions in 2013 to address new building square footage added to the district.
building inventory. The Facilities department has requested budget augmentations for elevator, fire system inspections and supplies when new space comes on line.

**Self Evaluation**

The Resource and Facilities Master Plan Update 2025 (3.B.4) serves as the basis for decision-making relative to facility needs and financing, both now and in the years to come. The purpose of the plan is to determine the amount and type of space needed for the academic program of instruction and support services through the year 2020. The plan was based on the current and projected academic program of instruction offered at the college. It took into consideration the district’s Educational Master Plan (3.B.3) as well as some elements of technology planning. The planning process involved collegial participation and included deans, department heads, faculty, staff, and the district Facilities Planning Committee.

The plan is intended to cast physical space into a viable building/facilities program and, in the process, address 1) the overall square footage required at LBCC; 2) the number and types of rooms needed; 3) the requirements for interim use of space; 4) the “secondary effects” that will occur; 5) the level of compatibility with state efficiency measure (i.e., capacity load ratios); and 6) the need to achieve and maintain a condition of “funding worthiness” relative to state construction financing support.

As a sequel to this plan, the district completed the Long Beach City College 2020 Unified Master Plan (3.B.1), a document that combines the spectrum of planning over the past twelve years.

The ongoing integration of institutional plan is inherent in the capital program for building/facilities development. The college’s “total cost of ownership” model includes the total cost for the purchase, maintenance, replacement, parts, electrical components, permits and staff. A "total cost of ownership" analysis was completed two years ago for the central plants and includes the projected cost of service to all equipment for a ten-year period at both of the district’s central plants. The LBCC Chiller 10 Year Cost of Ownership (3.B.26) averages the cost of the required ten year rebuild for each chiller to product an annual cost.

**Actionable Improvement Plan**

None
III.B.2.B. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.

Descriptive Summary

The Facilities Advisory Committee (3.B.16) is made up of faculty, students, classified and administrative staff and helps guide the planning of campus development. The committee reports to the College Planning Committee and disseminates information to constituency groups on campus. The Resource and Facilities Master Plan Update 2025 (3.B.4) relied on the analysis of the existing program of instruction, the current level of space demand, and the existing degree of space utilization.

The institution ensures this condition by basing its long-range capital plan on the academic program of instruction. As the program of instruction changes, so do the decisions for facilities. The capital construction program is designed to keep pace with the improvement goals articulated by administration as well as those emanating from the collegial processes. Key curriculum performance data, including the productivity of class sections, WSCH and FTES generated for each discipline/program, FTEF per WSCH, and the frequency of facility usage are some of the measures used to quantify institutional needs and plans for improvement.

The college measures the outcome of the physical resources provided via the productivity values for programs and services that are defined by the Chancellor's Office and the Title V guidelines. A current indication for facility usage versus need can be found in the capacity-to-load ratios for the two campuses. Relative to present needs, the five space categories monitored by the state (lecture, laboratory, office, library and instructional media), show a condition of over-utilization (i.e., the existing space is overused – there is a need for additional space) at LAC. At PCC, space utilization for lecture, laboratory and office space shows a condition of underutilization (i.e., there is more space than there is need).

Self Evaluation

Over the last five years, Measure E Bond (3.B.2) funding augmented by state funds has contributed to the transformation of building resources throughout the district. The capital improvement program has been used to increase and improve classroom space and support facilities. The guiding documents of the Educational Master Plan (3.B.3) and the 2020 Unified Master Plan (3.B.1) has steered the resource development and investment in technology at LBCC in a manner that contributes immensely to student success. The Measure E Bond program benefits can be seen everywhere you go on both campuses and directly enhance and support student learning outcomes.

Periodically, there are requirements to re-prioritize projects in the 2020 Unified Master Plan based on changes, such as program discontinuance and other factors. For example, when some programs were discontinued, the building space became available to repurpose. It was determined the newly available space was ideal for the Electrical and Alternate Fuels program. The priority level of this move was elevated and funding was shifted to address the need for building improvements. The Facilities Advisory Committee reviews the Facilities
Advisory Committee Prioritization List (3.B.17) at least annually and any necessary changes to the building prioritization list are reviewed and approved by the committee. The committee reviewed and approved the requested change to the prioritization list for the Electrical and Alternate Fuels program. Other changes may be required due to building project estimates that prove to be too low, escalation of construction costs and other unforeseen issues.

**Actionable Improvement Plan**

None
### Standard III.B Evidence List

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<th>Description</th>
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<td>3.B.1</td>
<td>Long Beach City College 2020 Unified Master Plan</td>
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<td>Fusion Space Inventory Report 17</td>
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<td>Five-Year Capital Outlay Plan</td>
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<td>Local Assistance Submission</td>
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<td>Space Utilization Inventory - Report 17 ASF/OGSF Summary and Capacities Summary</td>
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<td>Long Beach Enrollment Forecast</td>
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<td>State Wide Association of Community Colleges (SWACC) Inspection Report</td>
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<td>Fire System Annual Inspection Report</td>
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<td>Injury and Illness Prevention Program – IIPP</td>
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