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.

DESCRIPTIVE SUMMARY

Los Angeles Harbor College is in the process of being physically transformed and redesigned in order to meet the challenges of the 21st century. The enactment of Propositions A/AA/J have provided the College with a unique opportunity to assess the safety and sufficiency of the entire campus and equipment in terms of student learning.

The facilities master plan is the result of a study of our community and campus needs identified by a large constituent group. The college transformation is being monitored by a citizen oversight committee comprised of local homeowners, business and community leaders, students, and senior citizens. The facilities master plan is reviewed monthly by the CORE campus group who meets to review construction progress and determine future plans. In addition to the monthly oversight of CORE each building project has a users group that also consults at each stage of the planning process. The bond program has already contributed positively to Southern California's economy by creating business opportunities for local companies and taxpayers.

Since 2006 the Fine Arts, Theatre, Nursing, and Music buildings have been completely renovated. In addition to these renovations three scheduled maintenance projects on the Nursing Classroom, the roof of the Administration Building, and the Library windows have been completed. Other renovations include upgraded lighting on the covered walkways, the campus parking lots, the Special Programs and Services Trailer, and the Baseball and Football Team Rooms. Outside grant monies paid for the Cafeteria Kitchen upgrade.

New building construction has dramatically changed the look and accessibility of the Harbor College campus. Beginning in 2007 construction was completed on the Facilities, Maintenance, and Operation Building (26,850 sq. ft). In 2009 the Northeast Academic (65,563 sq.ft.), Student Services and Administration (38,975 sq.ft.), Technology (59,140 sq.ft.), and Central Plant (4,975 sq.ft.) buildings were completed. Campus-wide Emergency Call Stations were also implemented in 2009. In 2010 the Child Development Center and PE/Wellness Center were opened along with the completion of the 2 megawatts Solar Voltaic parking panels.

Numerous other projects are in various stages of construction depending upon their placement within the master facilities plan. These include: Learning Resource Center/Library, Life Sciences, the Student Union including the Bookstore and the Culinary Department, Allied Health including the Student Health Center and Special Programs, the West Parking Structure and renovations on the General Classrooms and Theater/Fine Arts/Music Quad.
Building design and construction are LEED (Leadership in Energy and Environmental Design) certified and the Central Plant and Parking Voltaic Lights has received awards for electrical excellence. The construction program itself is completely green with products made from recycled materials and is therefore recyclable. There is 100% diversion of all construction materials so they do not go to landfills. Furniture within the new buildings is certified and also recyclable. Natural lighting controls and ventilation is in use in the new buildings to save on electricity, heating, and air conditioning costs. Storm water management is monitored and tested as required by the State of California. Energy management is monitored and controlled by Honeywell and Allerton.

IIB1. 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.

IIB1a. 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.

Los Angeles Harbor College Facilities Department reviews the current needs for department and classroom space and future needs for programs that will soon be offered or expanding when making plans for new or existing buildings. Los Angeles Harbor College’s Facilities Department uses the Scheduled Maintenance Five-Year Plan and an on-line Work Request System to determine when equipment needs to be replaced or maintained.

The Director of College Facilities and Facilities Staff determine maintenance needs on a daily basis by inspecting equipment and deciding on whether equipment should be serviced, repaired or replaced. Preventative maintenance and safety inspections are done on a weekly/monthly basis to ensure that equipment is up to code. The College complies with all codes and regulations, makes regular visual inspections and fulfills work requests. The Work Environment Committee (WEC) which meets on a monthly basis provides information to the Facilities Department. Faculty and Staff are also able to submit online work requests which are prioritized and carried out by the Facilities staff.

The College’s annual space inventory and master planning process provide for appropriate space allocations. There are routine administrative inspections of all off-site locations used. All contracts properly provide for insurance indemnification. The facilities manager personally inspects the campus on a continuous basis, solicits needs from crafts, and submits the five-year plan for Scheduled Maintenance and Hazardous Substances.

The Board of Trustees’ Infrastructure Committee oversees facilities
planning District-wide. The District Facilities Planning and Development Office maintains a database of all space on all campuses and its relative condition to ascertain when any one component has reached the end of its useful life and requires replacement.

The process by which facilities planning takes place can be verified in the College master planning documents and the minutes of the College committees through which planning decisions are developed. This occurs primarily in the Administrative Services Committee, the Facilities and Work Environment Committee, and the ‘Core Group’ and ‘Building User Group’ committees implementing Proposition A/AA/J. Planning and competitive bidding of work assures effective use of funds. The minutes of the Budget Committee and Work Environment Committee provide input for approval of expenditure.

The Director of College Facilities develops an annual Scheduled Maintenance Five-Year Plan of all facility maintenance needs District-wide. At the same time ADA compliance, key issuance, ADA Transition Plans, and Environmental Impact Reports (EIR) are also provided. Los Angeles Harbor College uses the buildings effectively in support of the Educational Master Plan and course offerings. The Academic Affairs Office allocates classrooms based on class size, instructor needs, and availability. Lighting controls and building automation systems have been installed to help with efficient operation of campus mechanical and electrical with available staffing.

SELF EVALUATION
IIIB1b. 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**

*Access*

The College has endeavored to meet both the letter and the spirit of Federal and State laws regarding access by remodeling and constructing campus facilities so that barriers hampering access to the disabled are removed. The five new buildings (Northeast Academic, Administration and Student Services, Physical Education and Wellness Center, and the Child Development Center) that have opened since 2006 have been designed to provide optimum accessibility for those who have physical impairments and to comply with state and federal regulations that govern accessibility for the disabled, particularly the Americans with Disabilities Act. Efforts to insure accessibility have contributed to an ongoing dialogue across campus that entails facility and construction managers as well as administrative and faculty input.

In 2009 after the opening of new campus buildings (Northeast Academic, Administration and Student Services, Physical Education and Wellness), the Work Environment and Facilities Committee conducted a hands-on study that consisted of physically touring the recently opened buildings to check for compliance with state and federal regulations regarding accessibility. The committee found that both the Northeast Academic and the Physical Education and Wellness buildings lacked certain hardware such as buttons to activate doors between buildings and into restrooms. The structures, though approved for use and accessibility, were not in full compliance with the ADA requirements. After receiving the report from the Work Environment and Facilities Committee and recommendations from outside consultants the Administration moved to correct the problem and approved the use of Bond J monies to install the correct hardware and bring the buildings into compliance. The Administration also produced a comprehensive ADA self-evaluation handbook that is currently in its first draft. The initial draft of the handbook was presented to the Academic Senate in October, 2010 and will be presented to the public in its finalized form.
Health and Safety
With regard to construction on the Los Angeles Harbor College campus, all projects must be engineered and architecturally planned in accordance with established Federal and State standards so that they meet current safety, security, and health regulations. Further, all plans and specifications for major College construction projects have to be reviewed and approved by the Division of the State Architect (DSA) to ensure that it meets these standards prior to actual construction.

Various College departments and committees are involved in ensuring that State and Federal health and safety standards are met. Part of this effort involves the dissemination of information regarding health and safety notices related to local, State, and Federal health and safety codes on bulletin boards and in safety manuals. Plant Facilities takes an active role in health and safety by adhering to achievable maintenance standards. Health and fire department codes require the Facilities, Maintenance, and Operations Department to keep food service, restrooms, and classrooms in compliance with the health department codes. The Facilities Department is also required to keep the public buildings safe and have fire alarms, exit signs, extinguishers, and evacuation drills to ensure that all who enter the buildings have a safe way to exit in case of an emergency.

The FMO Department’s fire extinguisher monthly check program involves most of the Facilities personnel. Each person involved has an assigned building or location and on a monthly basis must check and sign off on the fire extinguishers in their area of responsibility. Units reporting any deficiency are dealt with immediately. When complete documentation is submitted to the General Foreman and is filed for verification purposes. Handling of hazardous waste is also a job for the FMO staff as they deal with these types of issues on a daily basis.

All new buildings on the Harbor College campus are wired with current emergency notification systems that allow the Sheriff’s Department to communicate via loudspeaker in the event of an emergency. The Work Environment and Facilities Committee sub-committee on disaster preparedness, planning, and evacuation is currently updating the college’s comprehensive disaster plan. The earlier plan for campus preparedness was widely vetted in on-campus informational meetings that were attended by administrators, faculty, and staff. A similar distribution of the preparedness update will ensue once the plan has been approved.

Credit classes are primarily offered on the campus in Wilmington or by distance education. Some contract education and community service
classes are offered off-site. Although Los Angeles Harbor College does not have direct control over off-site facilities such as the service area high schools where outreach classes are conducted, safety is an important issue to the college. According to the Administration, Harbor College is strongly committed to providing safety and security at the area service high schools where Harbor classes are taught. Safety is maintained as a priority by maintaining direct and constant communication with the service area schools.

**Security**
Security at the College is provided by a component of the Los Angeles County Sheriff’s Department. The Harbor College Sheriff’s Department is manned by two full-time officers, one being a supervising officer, nine security officers, an office assistant/dispatcher, and seven police cadets whose work assignments are distributed over a seven-day period.

The officers are responsive to campus security needs and are provided with state-of-the-art equipment including a radio/cellular phone communication system and fully equipped police cruisers. The Sheriff’s Department is also equipped with two electric carts and four patrol bicycles. In an effort to improve safety and improve law enforcement on campus, Harbor College encouraged staff, faculty, and administration to voluntarily complete and ADA self-evaluation questionnaire pertinent to safety and law enforcement. Its purpose was to evaluate the policies, practices, and procedures that impact the delivery of all programs to persons with disabilities including emergency preparedness, testing (emergency drills), logistics, and communications.

Emergency call boxes have been purchased and installed over the campus to support our emergency awareness system. The call boxes work on a radio frequency and are directly linked to the campus Sheriffs’ office. Each unit is electronically identified and it broadcasts its location to the sheriff upon activation. After the initial announcement is made the person needing assistance will be able to speak and/or have a two way conversation with the Sheriffs’ office. From the radio, Sheriffs’ staff will have the ability to open up one or all of the boxes to a wide listening area and/or give the ability to a person to speak without pushing the button on the call box. Horns mounted on the poles can also be used to communicate with a large area of the campus. Blue strobe lights also draw attention to the specific site and can also be used for evacuation drills. The boxes have built-in vandalism systems that notify Sheriffs of tampering. The college plans to add more of these devices throughout the campus in the near future.

**SELF EVALUATION**
Security and accessibility go hand-in-hand. Given the size and demand of the Harbor College campus, along with the fact that Harbor services people with special needs, it is important that the Sheriff’s Department have additional electric carts and specifically carts that are ADA compliant. Special-need students must remain as a top safety priority.
EVALUATION (continued) Given the likelihood of the campus confronting an emergency situation or a disaster it is also imperative that the college as a whole remain vigilant around issues of security. To this end it is important that the Work Environment and Facilities sub-committee on disaster preparedness, planning, and evacuation complete and widely distribute its revision plan.

Harbor College must continue to push for a security surveillance system that has been discussed for future use at the college. In March 2010, PlanNet Consulting-Security discussed the college’s security master plan. The dialog included information on the physical, technical, and operational principles of this plan which is yet to be implemented.

PLANNING AGENDA

IIB2. 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.

IIB2a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

DESCRIPTIVE SUMMARY

The District Office of Facilities advises the Board of Trustees’ Infrastructure Committee on long-range capital facilities planning District-wide. Los Angeles Harbor College conducts an annual space inventory review for submission to the State. The space inventory is an annual review of space utilization in changes in buildings, room use, and construction effects. This is a state requirement and is one of the bases for receiving state operational and maintenance funds.

The Work Environment Committee assures College-wide input in identifying deficiencies and locating funds with which to correct them. Work Environment works through the participatory governance structure to provide for campus-wide involvement in addressing facilities concerns.

The demands of Proposition A/AA/J brought on board a wide variety of new players with more direct on-campus involvement in decision-making. Considerable monies and wide participation were invested in seeing to it that the plans developed and implemented were sound and inclusive.

With the possibility of A/AA/J funds the College determined the need to rethink and redesign the general layout of the college in terms of what would best meet the needs of the 21st century student. As a result of community input, college user-groups, CORE consultations, the college determined the following facility needs:
1) **Central Plant** - The basic learning environment for all students has been markedly improved by the addition of central air/heating to all new buildings which enables students to attend classes year round in comfort. The Central Plant which controls the campus environment is designed with a code generating component. It was built for campus cooling and will be available as a learning tool for industrial technology classes. The Central Plant helps the campus today and will continue to be vital to the campus as it changes over the next thirty years. (completed 2009)

2) **Facilities, Maintenance, and Operations** - The building was designed with separate shops for each of the trades needed to support the college facility. This facility design has significantly enhanced productivity for the department by allowing all of the different areas of trade to have their own shop. The Facilities building also includes a hazardous material storage area, a central receiving warehouse, a recycling area, and a vehicle maintenance and cleaning area. (completed 2007)

3) **Northeast Academic** - The two-story classroom building was designed to allow a variety of class sizes to insure the effective use the entire building and computer labs. Three levels of technology are available for faculty to utilize as they increasingly move their classes into the digital age. Faculty offices are located on both the first and second floors also ensuring that students have easy access to their instructors. (completed 2009)

4) **Student Services and Administration** - The two-story building houses the college’s administration and student service offices. Administrative offices are located on the second floor and student support services are on the first floor to facilitate “one-stop shopping” for easy accessibility to Student Recruitment, the Assessment Center, Admissions and Records, Counseling, Financial Aid, International Students, EOP&S, and the Transfer Center. Centralizing all student services has contributed significantly to smoother and more efficient matriculation process. (completed 2009)

5) **Technology** - The two-story building addresses the technological edge required for Harbor College students. The building houses a state-of-the-art television studio as well as the process plant and architecture classrooms. In addition to several computer labs the building also houses a Smart Classroom for distance/global education. (completed 2009)

6) **PE/Wellness Center** - The PE/Wellness Center is a modern athletic complex that includes classrooms, a gymnasium, training facilities, and an Adaptive PE area for disabled students. The building is able to support all PE/Health classes as well as providing facilities for the college athletic teams. (completed 2010)

7) **Child Development Center** - The Child Development Center provides daycare and educational programs for children. It also houses classrooms for the Child Development Program. The Center includes a secure play area, separate classrooms for
children of different ages, and a state-of-the-art kitchen. There are also observational rooms for Child Development students to watch children as they learn and play. (completed 2010)

In addition to the buildings described above the college also determined its ongoing need for energy. In response parking voltaic light have been installed which currently provide 1 megawatt of energy and the potential for 2 megawatts of solar production in the future. The lights are designed to cut campus energy consumption by 50%-90%. The structure which covers the parking lot was created to hold solar panels, enhance lightening for evening students and staff, and for shade during the day. (completed 2010)

SELF EVALUATION

SELF-EVALUATION
(continued)

PLANNING AGENDA

IIIB2b. 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.
Proposition AA Master Plan Map of Campus showing existing/proposed buildings.

- Space Inventory Book (On file in Facilities)
- Asbestos Survey Report (On file in Facilities)
- Safety Meeting List
- Fire Extinguisher Inspection Records (On file in Facilities)
- Cafeteria and Child Development Center Health Inspection Reports (On file in Facilities)
- Waste Diversion Reports (On file in Facilities)
- Worker’s Compensation Claim Form - Proof of Worker’s Compensation Coverage
- Statement regarding visual inspections made by the Director of College Facilities.
- Listing of Facilities’ Departments
- Listing of Services provided by Facilities’ Departments.
- Description of Online Work Request System
- Report on Campus Departments’ Work Requests and Expenses Incurred - 2008 - 2010
- Key Policy Form
- Authorization to dispose of District Equipment Form
- 5-Year Scheduled Maintenance and Hazardous Substances Plan (On file in Facilities)
- Facilities Planning Book (On file in Facilities)
- LAHC Plan Book (On file in Facilities)
- Spring 2010 Facilities Department Survey Results (available after 6/30/10)
- LAHC 5-Year Capital Construction Plan - 2007-2011
- LACCD 5-Year Scheduled Maintenance Plan (On file in Facilities)
- ADA Book (On file in Facilities)
- Core Meeting Minutes (On file in President’s Office)

1 For space inventory statistics, see the Facilities Master Plan located in the Facilities File.
2 For the District Five-Year Scheduled Maintenance Plan, see Facilities File.
3 The latest ADA report is located in the Facilities File.