

LASSEN COMMUNITY COLLEGE

FACILITIES MASTER PLAN



2014-2019

The main campus consists of 248,195 square feet of space divided among fifteen buildings, four relocatable buildings and nineteen outbuildings located on approximately 207 acres. All programs and services are housed in buildings designed for, or appropriate to their use. In addition to classrooms, laboratories, and offices, the college owns a 130-bed dormitory, library, cafeteria, several computer laboratories, and a large gymnasium. The main campus includes an all-weather running track, softball facility, stables for thirty horses, a rodeo arena, and an agricultural production facility. The College leases four rooms at the old Credence High School for the Nursing Program, Fire Science and Police Officer Safety Training. Additionally, it maintains a lease to operate the Coppervale Ski Hill located fifteen miles to the West of the main campus. Coppervale is used for public recreation. Lassen College also maintains a lease with the City of Susanville Parks and Recreation District for the use of a baseball field.

The Director of Facilities is responsible for the physical plant. The Maintenance and Operations staff consists of four maintenance specialists; one five-month grounds maintenance person, one full-time classified custodial lead person, and three full-time custodians.

I. FACILITIES PLANNING COMMITTEE

The following individuals served as members of the 2013-2014 Facilities Master Planning Committee:

- Greg Collins –(Management, committee chair)
- Dave Clausen - (Administration)
- Ross Brosius - (Faculty)
- Dave Trussell - (Management alternate)
- Brian Wolf - (Faculty)
- Francis Beaujon –(Management)
- Patrick Clancy – (Classified)
- Nancy Lounsbury – (Classified)
- Dr. Aeron Zentner (Management)

II. 2014-2019 FACILITIES PLANNING COMMITTEE EXPECTATIONS AND STANDARDS

Standard 1: Provide beautiful, clean well maintained grounds

- Use water conservation practices
- Create low maintenance zero-scaping
- Provide adequate resources to maintain campus cleanliness
- Reduce the overall carbon footprint of the college
- Promote a healthful college environment

Standard 2: Provide a safe and secure campus

- Maintain adequate exterior lighting
- Maintain the security of District assets
- Maintain safe walkways and parking access in inclement weather
- Maintain and provide campus security

Standard 3: Provide barrier free access to campus facilities

- Ensure all new construction and major remodels include barrier free access
- Assure campus access and navigation

Standard 4: Institutional Effectiveness and Optimization

- Integrate planning, utilization and communication
- Maintain facilities for optimal energy and personnel efficiency
- Provide educational environments that are appropriate to the discipline
- Maintain annual list of IPR/NIRP requests
- Implement the districts schedule maintenance

Facilities Master Plan - 2014-2015 - 6 Strategies

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Achievement Target
	Locate and prioritize funding to modernize The District's equipment & facilities	<ul style="list-style-type: none"> VTEA funds CCCC State Chancellor's grants Other grants Corporate sponsorships Donors 	Secured funding outside District general funds	2014-2015	Vice President Dean of Instructional Services, Director of Facilities	Secure funding to support the FMP
	*Full Disaster Preparedness compliance	<ul style="list-style-type: none"> Implement the Keenan and Associates disaster preparedness online training program & create a District wide staff training schedule 	Complete the required Disaster preparedness training for permanent employees. Campus wide awareness of the Disaster Preparedness Plan	2014-2015	Director of Human Resources, Director of Facilities, Campus Safety Committee	100% of staff are trained for disaster preparedness
	Develop a Safety Standards Manual includes (DPP, IIPP, CHP etc.)	<ul style="list-style-type: none"> Implement the Disaster Preparedness Plan (DPP) Implement Injury and Illness Prevention Program (IIPP) training Implement a Chemical Hygiene Plan (CHP) 		2014-2015	Director of Human Resources, Director of Facilities, Campus Safety Committee	All plans disseminated campus wide and published online
	*Annually review the district's space inventory and utilization report	<ul style="list-style-type: none"> Annually review data, and offer recommendations 	Completed annual review with recommendations	Spring 2015	Facility Planning Committee	Complete on time review and state reporting
	Facilities master inventory and lifecycle schedule	<ul style="list-style-type: none"> Develop a schedule for inventory and lifecycle assessment 		2014-2015	Director of Facilities, Director of Institutional Effectiveness	
	Facilities master inventory and lifecycle assessment	<ul style="list-style-type: none"> Conduct an inventory and lifecycle assessment 		2014-2015	Director of Facilities, Director of Institutional Effectiveness	

*Standard in 2015-2016

Facilities Master Plan - 2015-2016 - 6 Strategies

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Achievement Target
	Locate and prioritize funding to modernize The District's equipment & facilities	<ul style="list-style-type: none"> • VTEA funds • CCCC State Chancellor's grants • Other grants • Corporate sponsorships • Donors 	Secured funding outside District general funds	2015-2016	Vice President Dean of Instructional Services, Director of Facilities	Secure funding to support the FMP
	*Update the Safety Standards Manual includes (DPP, IIPP, CHP etc.)	<ul style="list-style-type: none"> • Update the Disaster Preparedness Plan (DPP) • Update Injury and Illness Prevention Program (IIPP) training • Update a Chemical Hygiene Plan (CHP) 		2015-2016	Director of Human Resources, Director of Facilities, Campus Safety Committee	All plans disseminated campus wide and published online
	*Update facilities master inventory and lifecycle schedule	<ul style="list-style-type: none"> • Update a schedule for inventory and lifecycle assessment 		2015-2016		
	*Update facilities master inventory and lifecycle assessment	<ul style="list-style-type: none"> • Conduct an inventory and lifecycle assessment on new facilities, equipment, etc. 		2015-2016		
	Facilities master inventory and lifecycle database	<ul style="list-style-type: none"> • Develop a database on inventory and lifecycle assessment 		2015-2016		
	Facilities master inventory and lifecycle plan	<ul style="list-style-type: none"> • Develop a campus-wide facilities' lifecycle plan draft 		2015-2016		

*Standard in 2016-2017

Facilities Master Plan - 2016-2017 - 3 Strategies

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Achievement Target
	Locate and prioritize funding to modernize The District's equipment & facilities	<ul style="list-style-type: none"> • VTEA funds • CCCC State Chancellor's grants • Other grants • Corporate sponsorships • Donors 	Secured funding outside District general funds	2016-2017	Vice President Dean of Instructional Services, Director of Facilities	Secure funding to support the FMP
	*Update facilities master inventory and lifecycle database	<ul style="list-style-type: none"> • Update the inventory and lifecycle database 		2016-2017	Director of Facilities, Director of Institutional Effectiveness	
	Facilities master inventory and lifecycle plan	<ul style="list-style-type: none"> • Develop a campus-wide facilities' lifecycle final plan 	Finalize a copy of the plan	2016-2017	Director of Facilities	Present to the board and post online

*Standard in 2017-2018

Facilities Master Plan - 2017-2018 - 2 Strategies

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Achievement Target
	Locate and prioritize funding to modernize The District's equipment & facilities	<ul style="list-style-type: none"> • VTEA funds • CCCC State Chancellor's grants • Other grants • Corporate sponsorships • Donors 	Secured funding outside District general funds	2017-2018	Vice President Dean of Instructional Services, Director of Facilities	Secure funding to support the FMP
	* Update facilities master inventory and lifecycle plan	<ul style="list-style-type: none"> • Develop a campus-wide facilities' lifecycle final plan 	Complete an update of the plan	2017-2018		

*Standard in 2018-2019

Facilities Master Plan - 2018-2019 - 1 Strategy

Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Achievement Target
	Locate and prioritize funding to modernize The District's equipment & facilities	<ul style="list-style-type: none"> • VTEA funds • CCCC State Chancellor's grants • Other grants • Corporate sponsorships • Donors 	Secured funding outside District general funds	2018-2019	Vice President Dean of Instructional Services, Director of Facilities	Secure funding to support the FMP

APPENDIX: District Scheduled Maintenance Five-Year Plan**I. Roof Repairs or Replacement**

Fiscal Year of Funding	Needs	State Funds	Local Funds	Est. Repair/ Replacement Cost
2013	Creative Arts flat roof	\$15,100.00	0	\$15,100.00
2014	Replace the Maintenance and Receiving metal roof	\$200,000.00	0	\$200,000.00
2015	Replace the Cafeteria metal roof	0	\$119,500.00	\$119,500.00
2015	Replace the Dormitory metal roof	0	\$300,000.00	\$300,000.00
2016	Replace Sports Complex flat roof	\$46,800.00	0	\$46,800.00
2017	Replace Boardroom metal roof	\$36,400.00	0	\$36,400.00

II. Utility Repairs or Replacement

Fiscal Year of Funding	Needs	State Funds	Local Funds	Est. Repair/ Replacement Cost
2013	Replace Electrical Distribution #3 GFIC Breaker	\$75,000.00	0	\$75,000.00
2013	Replace Electrical Distribution #1 GFIC Breaker	\$51,000.00	0	\$51,000.00
2014	Replace 14 KV electrical transformers with 12KV units	\$192,400.00	0	\$192,400.00
2015	Replace Sports Complex Motor Control Center	\$64,800.00	0	\$64,800.00
2015	Replace Sports Complex Electrical panels	\$32,000.00	0	\$32,000.00
2016	Replace Creative Arts Motor Control Center	\$45,000.00	0	\$45,000.00
2016	Test and Inspect 14KV equipment and remove UPS	\$41,000.00	0	\$41,000.00
2017	Replace underground high voltage cables (14KV)	\$145,000.00	0	\$145,000.00

III. Mechanical Repairs or Replacement

Fiscal Year of Funding	Needs	State Funds	Local Funds	Est. Repair/ Replacement Cost
2013	Repair Creative Arts chiller	\$95,680.00	0	\$95,680.00
2013	Replace HVAC air compressors w/standalone units phase I	\$130,000.00	0	\$130,000.00
2014	Replace Environmental Control System phase I	\$676,000.00	0	\$676,000.00
2015	Install stand-alone boilers phase II	\$20,800.00	0	\$20,800.00
2015	Replace Elevator Control System	\$12,480.00	0	\$12,480.00
2015	Replace water heaters	\$234,000.00	0	\$234,000.00

2016	Replace campus main heating plant	\$520,000.00	0	\$520,000.00
2017	Install stand-alone boilers phase III	\$312,000.00	0	\$312,000.00

IV. Exterior Repairs or Replacement

Fiscal Year of Funding	Needs	State Funds	Local Funds	Est. Repair/ Replacement Cost
2013	Repair concrete loading dock	0	\$29,000.00	\$29,000.00
2014	Replace cracked and failing walkways Dormitory & Administration	\$34,000.00	0	\$34,000.00
2015	Replace Cracked and Heaving Sidewalks phase II	\$31,200.00	0	\$31,200.00
2016	Repaint Ag, Trades, and Softball out building exteriors	\$12,688.00	0	\$12,688.00
2017	Replace Cracked and Heaving Sidewalks phase III	\$31,000.00		\$31,000.00

V. Other Repairs or Replacement

Fiscal Year of Funding	Needs	State Funds	Local Funds	Est. Repair/ Replacement Cost
2014	Repaint the Humanities building interior walls	\$36,400.00	0	\$36,400.00
2014	Remove hazardous waste from the L, M, and N buildings	\$130,000.00	0	\$130,000.00
2015	Replace Math/Science floor coverings	\$58,400.00	0	\$58,400.00
2015	Repaint the Auto Shop interior walls	\$22,880.00	0	\$22,880.00
2015	Replace flooring in the Dormitory	0	36,400.00	\$36,400.00
2016	Remove asbestos from Dormitory piping and ceilings	\$24,000.00	0	\$24,000.00
2016	Repaint Math/Science interior walls	\$24,960.00	0	\$24,960.00
2017	Repaint Sports Complex shower rooms	\$29,150.00	0	\$29,150.00
2017	Replace flooring in Administration and Business buildings	\$13,000.00	0	\$13,000.00

Color Key: Academic Planning, Student Services Planning, Human Resources Planning, Facilities Planning, Technology Planning, Financial Resource Development, Institutional Research

FACILITIES PRIORITIZATION PROPOSAL 2014-2015 (recommended staffing positions in priority order)

1. Custodial Supervisor position [2012 M&O NIPR]
2. Maintenance/Custodian position [2012 M&O NIPR]
3. Maintenance Tech IV position [2012 M&O NIPR]
4. Maintenance Tech I position [2012 M&O NIPR]

FACILITIES PRIORITIZATION PROPOSAL 2014-2015 (recommended on going expenditures in priority order)

1. Upgrades for the Dorm [beds, furniture, etc...] [SSMP 2013]
2. Establish a \$100,000.00 match fund account to be used as the District match for the Scheduled Maintenance Program Architectural Barrier Removal Program, Capital Outlay Construction program, and other available grants requiring matching funds. [2008- Maintenance and Operations NIPR Budget Priority #6] -

FACILITIES PRIORITIZATION PROPOSAL 2014-2015 (recommended one time expenditures in priority order)

1. Purchase and replace or rebuild the shelving units in order to secure them and comply with earthquake standards. [2012 Library NIPR]
2. Provide a chemical storeroom exhaust system for the central biology preparation room. [2004 -Biological IPR Priority #12] - Status: remains a need
3. Improve physical handicapped access to all library materials and services, including the circulating books now shelved on the library's mezzanine. [2002- Library NIPR Priority #1] - Status: Completion scheduled through the Humanities Modernization
4. Facility additions or improvements –Safety fence for perimeter of agriculture facilities [2008-Agriculture IPR Priority #9; 2010 – Agriculture IPR Priority #8] - Status: ongoing priority
5. Improve/modify shop ventilation and ducting. [Sections 3C & 5A]. [2011 –Welding Technology IPR Priority # 2] - Status: new priority

6. The need for secure storage of student records continues to be a concern. Complete the restructure of the records room for security purposes to include walls to the ceiling and a locked door. Include secure file cabinets. [\$5,700.00]. [2013- A&R NIPR Priority #1]- Status: new priority
7. Eliminate the gap between two counselor offices to improve privacy and confidentiality. [\$1000.00]. [2013- Counseling NIPR Priority #3]- Status: new priority
8. Provide a new or remodeled library large enough to meet current and future needs, including seating and shelving, following the specifications in Title V. [2002- Library NIPR Priority #4] - Status: Completion scheduled through the Humanities Modernization
9. Seek funding to develop adequate facilities for the most efficient, effective provision of library services to all Lassen College students. [2002- Library NIPR Priority #5] - Status: Completion scheduled through the Humanities Modernization
10. Improve climate control in the library space to provide a reasonable working environment year round for students, staff, and equipment. [2002- Library NIPR Priority #2] - Status: Completion scheduled through the Humanities Modernization
11. Monitor and improve electrical and data wiring to meet growing needs. [2002- Library NIPR Priority #3] - Status: Completion scheduled through the Humanities Modernization
12. The GunSmithing/NRA Program will need additional machine shop and laboratory space to accommodate additional students safely. [2004- GunSmithing IPR Priority #8] - Status: remains a need
13. Seek relocation/expansion of facility for the Gunsmithing Program including the possibly of an indoor range. [2009-Gunsmithing IPR Priority # 3] - Status: remains a need
14. Locate additional classroom space for the NRA Program that is compliant with Board Policy 6900 regarding the possession of firearms on campus. [2009-Gunsmithing IPR Priority # 5] - Status: remains a need
15. Modify facilities and purchase eight GTAW units to accommodate gunsmithing/welders. [Sections 2A, 5A & 5B]. [2011 –Welding Technology IPR Priority # 3] - Status: new priority
16. Install new doors in the classroom with windows [3] and install exhaust fan for ventilation. [Section 5A]. [2011 –Welding Technology IPR Priority # 5] - Status: new priority
17. Facility additions or improvements –Pipe corrals around arena and surrounding areas [2008-Agriculture IPR Priority #9; 2010 – Agriculture IPR Priority #9] - Status: ongoing priority
18. Make available facilities dedicated to each of the following types of class: fitness [yoga, dance, and senior fitness], wrestling, and baseball/softball hitting cages and adapted Physical Education. [2006 – Physical Education IPR Priority # 4] - Status: remains a need

19. Build soccer and baseball fields on campus [2006 – Physical Education IPR Priority # 12] - Status: conversion of the track in-field into a soccer field began fall 2013.
20. Replace ceramic tile flooring in the men’s locker room, women’s locker room and training room. [2006 – Physical Education IPR Priority # 15] - Status: remains a need
21. [2009-10-Agriculture IPR Priority] Assess the availability of office space for part-time faculty. Establish MS-101 as a conference room/small classroom. Assess the feasibility of providing additional lecture space in the Math/Science building. Converted Landscaping of agriculture facilities Installation of sprinkler system for lawn area and arena Plant trees and plants in livestock area Wash Rack area Heater for green house
22. Indoor arena for rodeo practice and horse classes Status: remains a need
23. Improve heating, cooling and air circulation in HU110-112. [2007- Work Experience IPR Priority #3] - Status: Completion through the Humanities Modernization
24. Allocate funding for adequate air-conditioning for the Humanities building and the Creative Arts building. [2007 –Liberal Arts IPR Priority #12] - Status: Completion through the Humanities Modernization
25. Repair or replace the controls for the heating and cooling system, and provide regular maintenance for them. [2008 –Physical Science IPR Priority #25] - Status: installed new boilers however, the replacement of HVAC controls remains a need
26. Install centralized heating and air to the Student Services building. [Amount to be determined]. [2013- Counseling NIPR Priority #4]- Status: new priority
27. Repair the "rattles" in the heating system as needed. [2007 –Liberal Arts IPR Priority #13] - Status: Completion through the Humanities Modernization
28. Build structure for delivery of drinking water to softball field, track, soccer practice field and any other outdoor facilities that may be developed. Build drinking fountains. [2006 – Physical Education IPR Priority # 18] - Status: partially completed, remains a need
29. A centralized location for the CalWORKs/Career Center office that is more user friendly; consider rooms[HU 103 & 104] in the humanities building because of location and access for students in an instructional setting. [2013- CalWORKs NIPR Priority #8]- Status: new priority
30. Purchase seven student computer chairs. [\$500.00].[2013- Counseling NIPR Priority #7]- Status: new priority
31. Provide staff with office furniture that is in good working condition and appropriate to the needs of their job duties [\$1000.00]. [2013- A&R NIPR Priority #7]- Status: new priority

32. Purchase one new staff desk and one new staff chair for Assessment office [\$650.00] [2013- Counseling NIPR Priority #9]- Status: new priority
33. Replace the partition between the two lecture room [MS-121 and MS-122] with a solid soundproof wall. [2006 -Mathematics IPR Priority #16] Status: remains a need
34. Remove and replace wood panels, wallpaper, etc. that were damaged by water [Math-Science]. [2008 –Physical Science IPR Priority #16] - Status: remains a need