2012-2017 Facilities Master Plan

The main campus consists of 248,195 square feet of space divided among fifteen buildings, four re-locatable buildings and nineteen outbuildings located on approximately 184 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. 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 both ski instruction and 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 2010-2011 Facilities Master Planning Committee:

- Dr. Kayleigh Carabajal (Vice President/Dean of Academic Services)
- Cary Templeton (Dean of Student Services)
- Michael Giampaoli (Faculty)
- Ross Stevenson (Faculty)
- Brian Wolf (Faculty)
- Eric Rulofson –(Management, committee chair)
- Francis Beaujon –(Management)
- Shelly Baxter (Management, alternate)
- Patrick Clancy (Classified)
- Phil Horner (Classified)

II. 2012-2017 ACADEMIC EXPECTATIONS AND STANDARDS

Expectation 1: Provide beautiful, clean well maintained grounds

Standards:

- Use water conservation practices
- Create low maintenance zero-scaping
- Provide adequate resources to maintain campus cleanliness

1

- Reduce the overall carbon footprint of the college
- Promote a healthful college environment

Expectation 2: Provide a safe and secure campus

Standards:

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

Expectation 3: Provide barrier free access to campus facilities

Standards:

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

Expectation 4: .Optimize the utilization of campus space

Standards:

- Integrate planning, utilization and communication
- Maintain facilities for optimal energy and personnel efficiency
- Provide educational environments that are appropriate to the discipline

	2012-2013						
Goa 1	Objective		Strategy Description	Desired Outcome	Timeli ne	Responsible Party(s)	Performance Measures
	Equip classrooms with current technology Create a high tech Business Computer Lab.	•	Equip smart classrooms phase II Create and equip Business Computer Lab.	To maximize the integration of technology into every Lassen College classroom	Fall 2012	Director of Facilities Institutional Technology Group	Equip smart classrooms phase II Create and equip Business Computer Lab.
	Locate and prioritize funding to modernize The District's equipment & facilities	•	VETA Funds CCCC State Chancellor's Grants Other Grants	Secured funding outside District general funds	Fall 2012	Dean of Instructional Services, Director of Facility	
	Full Disaster Preparedness compliance	•	Secure and implement the Keenan and Associates disaster preparedness online training program & create a District wide staff training schedule Create the Disaster Preparedness Plan (DPP)	Begin the required Disaster preparedness employee training Completion of the Disaster Preparedness Plan	Fall 2012	Human Resources Disaster preparedness Adhoc Committee, Director of Facilities	
	Annually review the District's Space Inventory and Utilization Report	•	Annually review data, and offer recommendations	Completed annual review with recommendations	Spring 2013	Facility Planning Committee	

_____ 3)_____

Maintain an annual list of facility IPR/NIPR requests.	• Categorize and maintain a list of IPR/NIPR facility requests	Complete request list	Spring 2013	Office of Instruction Director of Facilities
Implement the District's Scheduled Maintenance Five-Year Plan when funded (see Appendix A)	• Annually submit projects for funding and complete funded projects	Completion of funded projects as scheduled	Spring 2013	Director of Facilities

	2013-2014								
Goa l	Objective	Strategy Description	Desired Outcome	Timeli ne	Responsible Party(s)	Performance Measures			
	Locate and prioritize funding to modernize The District's equipment & facilities	 VETA Funds CCCC State Chancellor's Grants Other Grants 	Secured funding outside District general funds	Fall 2013	Dean of Instructional Services Director of Facility				
	Full Disaster Preparedness compliance	• Complete the implementation of required employee disaster preparedness training using the Keenan and Associates disaster preparedness online training program	Complete the required Disaster preparedness employee training	Fall 2013	Human Resources Disaster preparedness Adhoc Committee, Director of Facilities				

_____ (4)_____

Annually review the District's Space Inventory and Utilization Report	• Annually review data, and offer recommendations	Completed annual review with recommendations	Spring 2014	Facility Planning Committee	
Maintain an annual list of facility IPR/NIPR requests.	• Categorize and maintain a list of IPR/NIPR facility requests	Complete request list	Spring 2014	Office of Instruction Director of Facilities	
Implement the District's Scheduled Maintenance Five-Year Plan when funded (see Appendix A)	• Annually submit projects for funding and complete funded projects	Completion of funded projects as scheduled	Spring 2014	Director of Facilities	
Convert the traditional print library to a virtual, paperless, digital library	• Create and equip a virtual library facility including climate control		Spring 2014	Director of Facilities Institutional Technology Group	• Create and equip a virtual library

			2014-2015			
Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
	Continue the elimination of	• Replace 2.5% of sidewalks that don't meet ADA compliance.	2.5% sidewalks	Fall	Director of	

_____ 5 _____

physical barriers and address ADA compliance issues		replaced	2014	Facilities
Locate and prioritize funding to modernize The District's equipment & facilities	 VETA Funds CCCC State Chancellor's Grants Other Grants 	Secured funding outside District general funds	Fall 2014	Dean of Instructional Services Director of Facility Director of Resource Development
Maintain full Disaster Preparedness compliance	• Review the Disaster Preparedness document making updates and changes as needed.	Maintain an up to date Disaster Planning document	Fall 2014	Disaster Preparedness Adhoc Committee, Consultation council, Administrative Council, Governing board
Annually review the District's Space Inventory and Utilization Report	• Annually review data, and offer recommendations	Completed annual review with recommendations	Spring 2015	Facility Planning Committee
Maintain an annual list of facility IPR/NIPR requests.	• Categorize and maintain a list of IPR/NIPR facility requests	Complete request list	Spring 2015	Office of Instruction Director of Facilities

_____ 6 **)**_____

	Implement the District's Scheduled Maintenance Five-Year Plan when funded (see Appendix A)	• Annually submit projects for funding and complete funded projects	Completion of funded projects as scheduled	Spring 2014	Director of Facilities	
			2015-2016			
Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures
	Continue the elimination of physical barriers and address ADA compliance issues	• Replace 2.5% of sidewalks that don't meet ADA compliance.	2.5% sidewalks replaced	Fall 2015	Director of Facilities	
	Locate and prioritize funding to modernize The District's equipment & facilities	 VETA Funds CCCC State Chancellor's Grants Other Grants 	Secured funding outside District general funds	Fall 2015	Dean of Instructional Services Director of Facility Director of Resource Development	
	Maintain full Disaster Preparedness compliance	• Review the Disaster Preparedness document making updates and changes as needed.	Maintain an up to date Disaster Planning document	Fall 2015	Disaster Preparedness, Adhoc Committee, Consultation council, Administrative	

_____ **(** 7 **)**_____

Annually review the District's Space Inventory and Utilization	• Annually review data, and offer recommendations	Completed annual review with recommendations	Spring 2016	Council, Governing board Facility Planning Committee	
Report Maintain an annual list of facility IPR/NIPR requests.	• Categorize and maintain a list of IPR/NIPR facility requests	Complete request list	Spring 2016	Office of Instruction Director of Facilities	
Implement the District's Scheduled Maintenance Five-Year Plan when funded (see Appendix A)	• Annually submit projects for funding and complete funded projects	Completion of funded projects as scheduled	Spring 2016	Director of Facilities	

	2016-2017								
Goal	Objective	Strategy Description	Desired Outcome	Timeline	Responsible Party(s)	Performance Measures			
	Continue the elimination of physical barriers and address ADA compliance issues	• Replace 2.5% of sidewalks that don't meet ADA compliance.	2.5% sidewalks replaced	Fall 2016	Director of Facilities				

Locate and prioritize funding to modernize The District's equipment & facilities	 VETA Funds CCCC State Chancellor's Grants Other Grants 	Secured funding outside District general funds	Fall 2016	Dean of Instructional Services Director of Facility Director of Resource Development
Maintain full Disaster Preparedness compliance	 Review the Disaster Preparedness document making updates and changes as needed. 	Maintain an up to date Disaster Planning document	Fall 2016	Disaster Preparedness, Adhoc Committee, Consultation council, Administrative Council, Governing board
Annually review the District's Space Inventory and Utilization Report	• Annually review data, and offer recommendations	Completed annual review with recommendations	Spring 2017	Facility Planning Committee
Maintain an annual list of facility IPR/NIPR requests.	• Categorize and maintain a list of IPR/NIPR facility requests	Complete request list	Spring 2017	Office of Instruction Director of Facilities
Implement the District's Scheduled Maintenance Five-Year Plan when funded (see	• Annually submit projects for funding and complete funded projects	Completion of funded projects as scheduled	Spring 2017	Director of Facilities

_____ 9 **)**_____

Appendix A)			

APPENDIX: District Scheduled Maintenance Five-Year Plan

I. Roof Repairs or Replacement

Fiscal Year of	Needs	State Funds	Local Funds	Est. Repair/
Funding				Replacement
				Cost

10

2012	Creative Arts flat roof	14,500.00	0	\$14,500.00
2013	Replace the Maintenance and Receiving metal roof	\$192,000.00	0	\$192,000.00
2014	Replace the Cafeteria metal roof	0	\$115,000.00	\$115,00.00
2014	Replace the Dormitory metal roof	\$225,000.00	0	\$225,000.00
2015	Replace Sports Complex flat roof	\$45,000.00	0	\$45,000.00
2016	Replace Boardroom metal roof	\$35,000.00	0	\$35,000.00

II. Utility Repairs or Replacement

Fiscal Year of	Needs	State Funds	Local Funds	Est. Repair/
Funding				Replacement
				Cost
2012	Replace Electrical Distribution #3 GFIC Breaker	\$55,000.00	0	\$55,000.00
2012	Replace Electrical Distribution #1 GFIC Breaker	\$45,000.00	0	\$45,000.00
2013	Replace 14 KV electrical transformers with 12KV units	\$185,000.00	0	\$185,000.00
2014	Replace Sports Complex Motor Control Center	\$62,000.00	0	\$62,000.00
2014	Replace Sports Complex Electrical panels	\$21,000.00	0	\$21,000.00
2015	Replace Creative Arts Motor Control Center	\$35,000.00	0	\$35,000.00
2015	Test and Inspect 14KV equipment and remove UPS	\$32,000.00	0	\$32,000.00
2016	Replace underground high voltage cables (14KV)	\$125,000.00	0	\$125,000.00

III. Mechanical Repairs or Replacement

Fiscal Year of Funding	Needs	State Funds	Local Funds	Est. Repair/ Replacement Cost
2012	Install stand-alone boilers phase I	\$225,000.00	0	\$225,000.00
2012	Repair Creative Arts chiller	\$17,500.00	0	\$17,500.00
2012	Replace HVAC air compressors	\$15,000.00	0	\$15,000.00
2012	Install stand-alone control air compressors	\$22,000.00	0	\$22,000.00
2013	Replace Environmental Control System phase I	\$650,000.00	0	\$650,000.00
2014	Install stand-alone boilers phase II	\$20,000.00	0	\$20,000.00
2014	Replace Elevator Control System	\$12,000.00	0	\$12,000.00
2014	Replace water heaters	\$225,000.00	0	\$225,000.00
2015	Replace campus main heating plant	\$500,000.00	0	\$500,000.00
2016	Install stand-alone boilers phase II	\$300,000.00	0	\$300,000.00

IV. Exterior Repairs or Replacement

_

ſ	Fiscal Year of	Needs	State Funds	Local Funds	Est. Repair/

Funding				Replacement
				Cost
2012	Repair concrete loading dock	0	\$25,000.00	\$25,000.00
2013	Replace cracked and failing walkways Dormitory & Administration	\$32,000.00	0	\$32,000.00
2014	Replace Cracked and Heaving Sidewalks phase II	\$30,000.00	0	\$30,000.00
2015	Repaint Ag, Trades, and Softball out building exteriors	\$12,200.00	0	\$12,200.00
2016	Replace Cracked and Heaving Sidewalks phase III	\$30,000.00		\$30,000.00

V. Other Repairs or Replacement

_

Fiscal Year of	Needs	State Funds	Local Funds	Est. Repair/
Funding				Replacement
				Cost
2012	Replace Creative Arts building floor and window coverings	\$56,000.000	0	\$56,000.00
2012	Repaint the Humanities building interior walls	\$32,000.00	0	\$32,000.00
2012	Repaint the Creative Arts building interior walls	\$35,000.00	0	\$35,000.00
2013	Replace Humanities floor and window coverings	\$35,000.00	0	\$35,000.00
2013	Remove hazardous waste from the L, M, and N buildings	\$125,000.00	0	\$125,000.00
2014	Replace Math/Science floor coverings	\$56,000.00	0	\$56,000.00
2014	Repaint the Auto Shop interior walls	\$22,000.00	0	\$22,000.00
2014	Replace flooring in Dormitory	0	\$35,000.00	\$35,000.00
2015	Repaint the math/Science interior walls	\$24,000.00	0	\$24,000.00
2015	Remove asbestos from Dormitory piping and ceilings	\$85,000.00	0	\$85,000.00
2016	Repaint Sports Complex shower rooms	\$28,000.00	0	\$28,000.00
2016	Replace floor covering in Administration and Business office	\$12,500.00	0	\$12,500.00

_____ 12

Facility Planning Committee IPR & NIPR Facility Recommendations 2012-2013

- 1. 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
- 2. 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
- 3. Monitor and improve electrical and data wiring to meet growing needs. [2002- Library NIPR Priority #3] Status: Completion scheduled through the Humanities Modernization
- 4. 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
- 5. 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
- 6. Allocate funding for adequate air conditioning for the vocational building and the program office in the Careers Building [2004- Gun Smithing IPR Priority #7] Status: remains a need
- 7. The Gun Smithing/NRA Program will need additional machine shop and laboratory space to accommodate additional students safely. [2004-Gun Smithing IPR Priority #8] Status: remains a need
- 8. Establish and implement maintenance schedule for the piano. [2004 Music IPR Priority # 5] Status: remains a need
- 9. Provide a chemical storeroom exhaust system for the central biology preparation room. [2004 -Biological IPR Priority #12] Status: remains a need
- 10. 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
- 11. Maintain, repair and clean facilities on a frequent and on-going schedule. Prevent disrepair of Physical Education facilities whether in the Sports Center building, elsewhere on-campus or at off-campus facilities under LCC control. [2006 – Physical Education IPR Priority # 1] -Status: Created dayshift custodial position to help address cleanliness. Maintenance and repair remains a need due to low M&O staffing levels

13

- 12. 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
- 13. Upgrade Fitness Center space and equipment, replace worn carpet and linoleum in Fitness Center with rubber flooring intended for weight rooms. [2006 Physical Education IPR Priority # 5] Status: some rubber floor installed more needed, remains a need
- 14. Build soccer and baseball fields on campus [2006 Physical Education IPR Priority # 12] Status: remains a need
- 15. Completely replace the track surface that is in complete disrepair so use can be continued safely by Physical Education courses, Intercollegiate Athletics teams and community use. [2006 – Physical Education IPR Priority # 13] - Status: remains a need
- 16. 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
- 17. Explore feasibility of building an on-campus pool facility. [2006 Physical Education IPR Priority # 16] Status: remains a need
- 18. 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
- 19. Install volleyball pole receptacles in gymnasium floor and follow through with other work orders that have been submitted for Physical Education and Athletics equipment and facilities. [2006 Physical Education IPR Priority # 20] Status: Remains a need due to low M&O staffing levels
- 20. Work with Maintenance staff to monitor temperatures in the Sports Center; control temperatures in each activity room to better accommodate student comfort during activity courses. [2006 Physical Education IPR Priority # 21] Status: Ongoing
- 21. Improve heating, cooling and air circulation in HU110-112. [2007- Work Experience IPR Priority #3] Status: Completion through the Humanities Modernization
- 22. 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
- 23. Repair the "rattles" in the heating system as needed. [2007 –Liberal Arts IPR Priority #13] Status: Completion through the Humanities Modernization
- 24. Clean carpets on a scheduled and frequent basis and/or replace carpets in the Humanities building and the Creative Arts building. [2007 Liberal Arts IPR Priority #14] Status: Completion through the Humanities Modernization

14

- 25. Review handicapped access to both buildings and report problems to the Administration. [2007 –Liberal Arts IPR Priority #16]
- 26. It is necessary to maintain the temperature in the building as close to 72°F as possible to prevent unsafe conditions as a result of the chemicals stored in the laboratory and prep rooms. [2008 –Physical Science IPR Priority #14]- Status: Ongoing
- 27. Remove and replace wood panels, wallpaper, etc. that were damaged by water (Math-Science). [2008 Physical Science IPR Priority #16] Status: remains a need
- 28. Repair or replace the controls for the heating and cooling system, and provide regular maintenance for them. [2008 Physical Science IPR Priority #25] Status: remains a need
- 29. Facility additions or improvements should be included in budget planning, with current cost projections, for the maintenance of Program activities (independent from FTE generation): [2008-Agriculture IPR Priority #8] **Status: remains a need**
 - a. Livestock wash rack area Status: remains a need
 - b. Water truck for arenas and pens Status: remains a need
- 30. These facility additions should be considered in budget planning, with current cost projections, when student enrollment generations 70 FTE: [2008-Agriculture IPR Priority #9] Status: remains a need
 - a. Indoor arena for rodeo practice and horse classes Status: remains a need
 - b. Safety fence (pipe construction) around perimeter of agriculture facilities Status: remains a need
 - c. Landscaping of agriculture facilities Status: remains a need
- 31. Examine the feasibility of establishing a portable computer lab. Prepare VT 101 to be used as a classroom/lab. [2008- Business IPR Priority #9] Status: remains a need
- 32. 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] -
- 33. Seek a new facility for the Fire Technology Program, possibly the Co-Gen Plant [2009 Fire Technology IPR Priority # 7] Status: remains a need
- 34. 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
- 35. 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

- 36. Schedule maintenance for the remedial English classroom. [2009- Basic Skills IPR Budget Priority #8] Status: remains a need
- 37. Replace the partition between the two lecture rooms (MS-121and MS-122) with a solid soundproof wall. [2009- Basic Skills IPR Budget Priority #14] Status: remains a need
- 38. Provide a clean living environment that encourages students to keep the facility clean. [2009- Residential Life NIPR Budget Priority #14] Status: increased custodial work-study allotment to improve services. Still needs improvement.
- 39. Reconfigure the cubicles and office spaces to provide increased privacy and confidentiality, improve student services and efficiency. [2009-Enrollment Services NIPR Facilities] - Status: remains a need
- 40. [2009-10-Agriculture IPR Priority]
 - a. Assess the availability of office space for part-time faculty.
 - b. Establish MS-101 as a conference room/small classroom.
 - c. Assess the feasibility of providing additional lecture space in the Math/Science building.
 - d. Landscaping of agriculture facilities
 - 1) Installation of sprinkler system for lawn area and arena
 - 2) Plant trees and plants in livestock area
 - e. Wash Rack area
 - f. Heater for green house

Completed IPR & NIPR Facility Recommendations

- 1. A technologically equipped classroom that has Interactive T.V. capability. [2004- Gun Smithing IPR Priority #6] Status: completed
- 2. Provide the Welding Technology Program with a technologically equipped classroom. [2004- Welding IPR Priority #3] Status: completed
- 3. Expand or move the High Tech Center facilities for students while maintaining close proximity to the learning disabilities lab and correct environmental problems. [2005- Developmental Studies IPR Priority #6] Status: completed
- 4. Replace plastic chairs with adjustable computer chairs. Replace desks with modular storable type desk. [2008- Business IPR Priority #11] Status: furniture purchased.
- 5. If central servers are not outsourced, find/build a new central server facility to provide adequate temperature control, air quality, and access control. [2008- Technology NIPR Priority #13] Status: facility created servers replaced

- New building for EOP&S staff to be in one area and have our book room in the same building. Need to have secured filing system, locked cabinets, storage and all EOP&S staff together this will alleviate overcrowding and confidentiality issues affecting various student services programs. [2009- EOP&S NIPR Budget Priority #3] Status: moved to VT119
- 7. Find adequate space to house new part time counselors. [2009- Counseling NIPR Counseling Priority #4] Status: VT105 reconfigured to accommodate this request.
- 8. Develop a plan for relocation of the four-year old classroom when the District decides to remove the current portable. [2009- Child Development NIPR Budget Priority #14] Status: L, M, and N portables offline line now used only for storage.
- 9. LCC Kinship Program recommends that the Kinship Classroom and Library stay together in one place for consistency and convenience of our elderly participants. [2009- Kinship NIPR] -
- 10. Status: completed moved to CDC building
- 11. LCC Kinship Program recommends that an alternate location be studied for the classroom and office through appropriate Status: completed moved to CDC building
- 12. Reconfigure the cubicles and office spaces to provide increased privacy and confidentiality, improve student services and efficiency. [2009-Enrollment Services NIPR Facilities] - Status: completed addition walls constructed.
- 13. [2009-10-Agriculture IPR Priority]
 - a. Additional tack rooms for students Status: completed
 - b. Bleachers for spectators and clinics Status: completed
 - c. Completion of pipe corrals around arena and surrounding areas Status: completed

Facilities Master Plan revised and approved by the FPC February 2012