IVC 2004-2014 Long Range Facilities Planning Report

March 16, 2004

LONG RANGE FACILITY PLANNING REPORT
March 16, 2004

Prepared by: Joint Long Range Facilities Planning Committee

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LONG RANGE FACILITIES PLANNING COMMITTEE

NEEDS ASSESSMENT

I.   Build new Math/Science/Technology Facility
   A. Four modern labs and four classrooms to replace obsolete ones
   B. Four modern labs and four classrooms to accommodate current unmet demand
   C. Four labs and four classrooms to accommodate forecasted growth
   D. TV/video production rooms, classrooms and open access computer labs (total 4)
   E. Four 30,000 square foot labs with four adjacent classrooms to teach the construction trades (plumbing, electrical, HVAC and carpentry)

II. Acquire new Extended Campus classrooms
   A. New classroom facilities in Brawley, Calexico, El Centro and Winterhaven are needed
   B. Need to accommodate 300% growth in credit classes
   C. 30 additional classrooms are needed
   D. Need to accommodate non credit and not-for-credit classes (possible 10,000 students)

III. Acquire new classroom space for main campus
   A. 60% new classroom facilities needed to accommodate growth
   B. 238,000 sq. ft of new space needed

IV. Rehabilitation of all of the existing classrooms to 21st Century instructional, technological and safety standards

VII. Provide funding to assure that all deferred, current and future maintenance and safety repairs are made to protect the community's capital investment in the college and assure that a quality instructional program is provided the students of Imperial County.

IMPERIAL COMMUNITY COLLEGE DISTRICT

LONG RANGE FACILITIES PLANNING REPORT

INTRODUCTION

The need for this report was generated by five factors in the district operating simultaneously. These factors are: District and community vision for the college, increasing demand for course offerings, aging physical plant in need of renovation and repair, and needed modernization and technology improvements resulting from facilities obsolescence.

The study began with a community visioning process to develop a new vision that reflects the hopes and desires of the internal and external communities of the Imperial Community College District. Out of the visioning process have come seven goals which are:

A. SCIENCE & TECHNOLOGY BUILDING – Create a modern comprehensive Science and Technology Center.

1. Complete a Facility Needs Assessment during spring 2004.
2. Conduct a Community Survey to determine support level for a General Obligation Bond issue during spring 2004.
3. Board decision on a General Obligation Bond during spring 2004.
4. When General Obligation Bond issue is decided, campaign will take place in May-October 2004 for the November 2004 election.
5. Develop and release a Request for Proposals (RFP) to secure the most qualified architectural/engineering/building contractor firms to design and construct the building.
6. The construction of the Center will start during 2005-2006.
7. Staffing and operation of programs and services will begin during 2006-2007.

B. DISTANCE LEARNING – Develop a Distance Learning Center that provides faculty and curriculum development for online, interactive TV and hybrid courses to reach students whose access are hindered by factors such as distance, disability, scheduling, preference of learning style, etc.

C. EXPAND CAREER/TECHNICAL INSTRUCTIONAL PROGRAMS – IVC will respond to community needs that address our evolving economic diversification.

1. Four new programs will be developed by fall 2005.
2. Tie in with labor unions to provide vocational training.

3. Develop collaboration with high schools regarding vocational education.
4. Development and expansion of continuing/non-credit education.
5. Work with Imperial County, cities, and Imperial County Office of Education to develop a public/government channel for Imperial County.
6. Address public perception gap.
7. Develop a comprehensive Information Technology & IT Network Administration Certificate Programs.

D. FACILITY PLAN – Develop a long-term facility plan.

1. Complete a ten-year enrollment forecast and maintenance survey during 2003-2004.
2. Complete facility modernization survey especially for Science/Technology during 2003-2004.
3. Determine Long Range Plan funding alternatives and secure funding for Science/Technology Building during 2004-2005.
4. Merge Long Range Plan with College Master Plan during 2004-2005.
5. Complete Long Range Comprehensive Financial Plan during 2004-2005.
6. Market the Facility Plan to the community with town hall meetings and a published annual report.

E. CLASS SCHEDULING – Develop, implement and manage six day per week balanced class schedule applicable district-wide to meet the needs of our community.

1. Use external instructional sites throughout Imperial County.
2. Develop and implement a Fast Track weekend college.
3. Expand Math and English course offerings based on demand.
4. Provide lead-time for counselors' input to affect class scheduling to facilitate completion of program.
5. Examine attrition and provide more accurate placement and retention strategies.

F. GIVE IMPERIAL COUNTY RESIDENTS REGISTRATION PRIORITY AND INCREASE INTERNAL EFFECTIVENESS. – Give Imperial County high school graduates "primary" and residents "secondary" priority at the entry freshmen level. For those who are ready for college level courses, a full-time program is offered to graduate in two years, or four to six semesters depending on major preparation requirements.

1. Develop the program in 2004-2005.
2. Offer a Fast Track Pilot Program during fall 2004.

3. In conjunction with the Fast Track Pilot Program, publicize the fact that priority is given to County high school graduates and residents.
4. Engage Banner to validate enrollment during spring 2005.
5. Review and revise registration priority annually in the spring.
6. Implement web admission registration during spring 2005.
7. Survey student demands for technology accessibility, classes and schedules.
8. Survey current and prospective students biannually beginning 2004-2005 to determine the needs for a six-day week balanced schedule (8:00 a.m. to 10:00 p.m. – including Distance Learning: online and interactive TV)

G. RECRUITMENT AND COMMUNITY RELATIONSHIP – Implement community involvement by IVC.

1. Survey faculty about their community involvement during spring 2004.
2. Give faculty credit for participation on community committees/organizations.
3. Administration should deal with transportation issues.
4. Administration should address P-16.
5. Develop with SDSU cooperation and joint programs
6. The Public Relations Plan should address misperceptions in the community.
7. Develop a student mentor program for elementary schools.
8. Expand the work experience program.
9. Develop a District-wide alumni association
10. Institute and alumni publication.

A long range enrollment forecast is done annually by the Chancellor's Office. In addition, an exhaustive study was completed that analyzed the Imperial Valley College semester course waiting list to determine the optimal balance of course offerings to meet demand. Analysis of the growth demand forecasts compared with current usage enabled the committee to determine the additional capacity required to meet current and forecasted demand by the community for classroom and instructional support space.

A survey of capital improvements needs was performed to determine the facilities upgrades, refurbishing and remodeling required to meet current modern curriculum requirements and standards.

Finally, a complete building survey was performed to determine the capital maintenance required to protect, extend, and enhance the useful life of all the district educational facilities.

NEW FACILITIES REQUIRED TO ACHIEVE THE VISION OF THE IMPERIAL VALLEY COMMUNITY/IMPERIAL COMMUNITY COLLEGE DISTRICT

The specific new facilities and facilities upgrades to achieve the vision are as follows:

A. SCIENCE & TECHNOLOGY BUILDING TO ACHIEVE VISION, MEET CURRENT DEMAND FOR SCIENCE AND MATH COURSES AND ACCOMMODATE FUTURE GROWTH AS FORECAST WILL REQUIRE:

1. The existing math/science building was built to conform to 1950's science and technology curriculum and methods. Curriculum and methods have changed dramatically over the past 40 years. The current facility does not provide a safe, efficient, productive or modern educational facility for IVC science and math students. A complete remodel or new facility is required for students to receive a truly quality math/science education at IVC.

2. The existing math/science building with four labs does not accommodate the current demand or the forecasted demand for math/science classes.
   An analysis of unduplicated waiting list demand for math/science classes indicates a need to expand the class offerings by 35 session and 35 labs. This translates into an additional four life science laboratories and corresponding classroom space.

3. The forecasted enrollment growth for IVC over the next ten years is 39%. A corresponding increase in math/science students will result in a need for three classes and three labs.

4. The combination of obsolete facility, verifiable unmet student demand for math/science classes, and future growth results in the need for a math/science facility with 11 to 12 labs and 11 to 12 classrooms.

5. State and local standards for the facility indicate that the math/science facility should be approximately 72,000 square feet. The approximate cost will be nearly $20 million ($278 per sq. ft). This building will enable the students to receive a quality math/science educational experience, meet current demand for math/science classes and meet demand for the next 10 years.

B. DISTANCE LEARNING FACILITY TO ACHIEVE THE VISION AND IMPROVE ACCESS TO IVC EDUCATIONAL PROGRAMS.

1. Build a state-of-the-art Distance Learning Center that provides faculty and curriculum development for online, interactive TV and hybrid courses to reach students whose access are hindered by factors such as distance, disability, scheduling, preference of learning style, etc.
2. The goal of the Distance Learning Center is to reach a market segment of our community that is currently underserved. The facility will be designed to accommodate an additional 15% to our student base. Based on 15% of our student base and growth over the next 10 years the facility should be designed to accommodate approximately 1,800 students.
3. The facility will have TV/video production rooms, classrooms and open access computer labs. Cost of four classrooms will be approximately $600,000 at $150/sq ft.

C. TO ACHIEVE THE VISIONING GOAL OF EXPANDING CAREER/TECHNICAL INSTRUCTIONAL PROGRAMS PRIMARILY IN THE INDUSTRIAL TECHNOLOGY AREAS OF THE TRADES SUCH AS ELECTRICAL, PLUMBING, HVAC, CARPENTRY, MASONRY AND CONSTRUCTION PROJECT MANAGEMENT.

1. The goal of this program would be to serve 480 students in the six areas listed above. This would be 24 sessions per semester.
2. One traditional classroom of 1,000 square feet would be required for each program area listed above.
3. Using modular instructional pedagogy that will be supported by an end product construction capstone course on site would require four inside labs and one covered exterior masonry lab. Each lab would need to be 30,000 square feet.
4. The required facility would be approximately 150,000 square feet at a cost of $150.00 per square foot. Total cost would be $22.5 million for a state of the art building providing a quality educational experience for the students of IVC.

D.   TO ACHIEVE THE VISIONING GOAL OF DEVELOPING, IMPLEMENTING AND MANAGING SIX DAY PER WEEK BALANCED CLASS SCHEDULE APPLICABLE DISTRICT-WIDE TO MEET THE NEEDS OF OUR COMMUNITY WILL REQUIRE ADDITIONAL CLASSROOM SPACE AT OUR EXTENDED CAMPUS OPERATIONS.

1. Currently the Extended Campus leases classroom space from the high schools in Brawley and El Centro in addition to commercial space in all three cities. The commercial space is approximately 15,000 square feet and cost $140,000 per year.
2. Extended Campus currently serves over 1,000 students in the credit program and is forecasted to grow to 3,000 students over the next ten years.
3. IVC is the only Community College in California without a non-credit or not-for-credit program providing primarily adult basic education, vocational and personal enrichment classes that are self supporting, or where tuition and fees pay for the entire cost of the class with no tax support. This program could provide classes to 10,000 students in Imperial County.
4. 20 to 30 classrooms are needed to supplement 200 classes held throughout Imperial County in government, non-profit, and commercial spaces. The cost of 30 classrooms at 1,000 sq. ft. each would be $6 million ($200/sq. ft.).

SUPPLY AND DEMAND FOR CLASSROOM SPACE 2004-2014

This section of the report deals with the supply and demand for classroom space assuming current enrollment boundaries remain the same over the planning period. The classroom capacity was determined using the State of California Community College Space Inventory Report. Based on the Space Inventory Report we currently have 55% of our space unused. This figure assumes that all of the classroom space can be used all the time from 8:00 a.m. to 10:00 p.m., Monday through Friday. It does not take into consideration peak demand times to accommodate an adult student population with work and family obligations that cause fluctuation in scheduling.

Business and industry recognizes that maximum capacity of any building or system to be 85%, which accounts for down-time for repairs and maintenance. Growing institutions have discovered that when their attendance reaches 85% they stop growing and will actually decline. The State determined capacity for IVC is 84,833 student contact hours. 85% is 72,108 student contact hours which is the Imperial Valley College adjusted capacity.

IVC Board of Directors has authorized the District to increase the number of classroom instructors by 50% over the next two years to meet current demand documented by course waiting list by semester. This action will potentially increase student contact

hours to 81,940 resulting in 14% over capacity. In addition the State of California has very conservatively forecast a 39% growth to the year 2014 resulting in 113,897 student contact hours or nearly 60% over capacity.

The total square footage of the college is 286,840 and by year 2014 we will be 171,600 feet over capacity. We will be unable to serve the educational needs of Imperial County students without leasing inappropriate expensive commercial space if available. This deficit does not take into consideration the 10,000 students who will be served in the non-credit adult basic education, vocational technical or personal enrichment program. Those instructional courses will be self support and will pay for the instructor and all facilities related cost associated with the course.

The Imperial Valley College community visioning process resulted in additional facility recommendations of 258,000 square feet to achieve the community's vision for the college. If these additional facilities from this recommendation were to be added we would have 86,400 square feet in excess space to enable IVC to meet increasing demand for our instructional space from growth in the non-credit and not-for-credit program. The cost of providing these additional classrooms would be $200 per square foot.

CURRENT MODERN CURRICULUM FACILITIES REQUIREMENTS AND STANDARDS.

Most of Imperial Valley College's buildings are over 40 years old and have significant curriculum obsolescence including much dysfunctional use. The total square footage of existing facilities is 286,840. All buildings need significant renovation to meet current curriculum, safety and efficiency standards. Using a renovation cost of $50 per square foot it would cost approximately$14.3 million to bring all of our facilities, including parking and exterior classrooms, into the 21st Century.

MAINTENANCE ESTIMATES FROM COMPREHENSIVE SURVEY
$25 million

TOTAL VISION, GROWTH, MODERNIZATION, MAINTENANCE, SAFETY AND REPAIRS COST:

VISION:	$48,000,000
MODERNIZATION	14,300,000
MAINTENANCE & SAFETY	25,000,000
TOTAL FACILITIES NEEDED	$87,300,000

IMPERIAL VALLEY COLLEGE
LONG RANGE FACILITIES PLAN
EVENT CALENDAR

IMPERIAL VALLEY COLLEGE
LONG RANGE FACILITIES PLAN
EVENT CALENDAR

1. Long Range Facilities Plan Calendar approved by Executive Council – January 20, 2004

2. Combined Planning & Budget/Campus Operations Committee approved by Executive Council – January 20, 2004

3. Expanded Planning & Budget/Campus Operations Committee assignments, determined by January 30, 2004
   a. Enrollment Forecast sub-committee
   b. Comprehensive Facilities Curriculum Modernization Survey sub-committee
   c. Comprehensive 10-year building Maintenance Survey sub-committee

4. Sub-committee assignments complete by March 2, 2004.
   a. Final report complete by March 10, 2004.
   b. Board of Trustees receives final report, March 15, 2004.
   c. Board appoints Long Range Facilities Plan Citizen Review Committee, March 15, 2004.

5. Citizen Review Committee Convenes – March 20, 2004.
   a. Committee assignments made
   b. Final report complete, April 12, 2004.
   c. Board receives Citizen Review Report, April 19, 2004.
   d. Board appoints Long Range Facilities Plan Finance Committee, April 19, 2004.

6. LRFP Finance Committee Convenes, April 12, 2004
   a. LRFP Finance Committee reviews financing options, April 12 – May 12, 2004
   b. LRFP Finance Committee final report complete, May 12, 2004.
   c. Board receives LRFP Finance Committee final report and recommendations, May 17, 2004.

Regular board meetings:
March 15, 2004
April 19, 2004
May 17, 2004

IMPERIAL VALLEY COLLEGE
LONG RANGE ENROLLMENT FORECAST

Imperial Valley CCD
Long Range Enrollment and WSCH Forecast, 2003

	Enrollment	WSCH		WSCH/Enrollment		Enrollment	WSCH	
	Actual	Actual	% Chg.	Actual	Forecast	Forecast	Forecast	% Chg.
1970								
1971								
1972								
1973	3257							
1974	3986	48018		12.05				
1975	4679	57097	18.9%	12.20				
1976	4431	55071	-3.5%	12.43				
1977	4597	53304	-3.2%	11.60				
1978	4659	51378	-3.6%	11.03				
1979	4593	51534	0.3%	11.22				
1980	4338	52049	1.0%	12.00				
1981	4532	52774	1.4%	11.64				
1982	4678	52566	-0.4%	11.24				
1983	3466	42254	-19.6%	12.19				
1984	3370	40098	-5.1%	11.90				
1985	3546	40985	2.2%	11.56				
1986	3765	43677	6.6%	11.60				
1987	4111	46227	5.8%	11.24				
1988	4847	50802	9.9%	10.48				
1989	4693	55927	10.1%	11.92				
1990	5716	60247	7.7%	10.54				
1991	6942	63994	6.2%	9.22				
1992	6399	66432	3.8%	10.38				
1993	6445	67130	1.1%	10.42				
1994	6607	65939	-1.8%	9.98				
1995	6492	64533	-2.1%	9.94				
1996	6006	63313	-1.9%	10.54				
1997	6101	65527	3.5%	10.74				
1998	6203	66351	1.3%	10.70				
1999	6042	64998	-2.0%	10.76				
2000	6976	67821	4.3%	9.72				
2001	7131	68943	1.7%	9.67				
2002	7367	72228	4.8%	9.80				
2003					9.80	7434	72885	0.9%
2004					9.80	8087	79288	8.8%
2005					9.80	8316	81537	2.8%
2006					9.80	8555	83875	2.9%
2007					9.80	8813	86402	3.0%
2008					9.80	9039	88620	2.6%
2009					9.80	9256	90749	2.4%
2010					9.80	9516	93293	2.8%
2011					9.80	9799	96070	3.0%
2012					9.80	10074	98770	2.8%
2013					9.80	10345	101423	2.7%
2014					9.80	10617	104087	2.6%
2015					9.80	10862	106491	2.3%

IMPERIAL VALLEY COLLEGE
MAINTENANCE SURVEY

MAINTENANCE SURVEY

OBJECTIVES OF THIS SURVEY

- Evaluate the present day condition of school buildings in the District.
- Identify areas or systems which require immediate attention.
- Anticipate the need for future replacement of major building and system components.
- Recommend possible long term cost savings measures.
- Provide conceptual budget estimates of the cost, in present day dollars, of recommended items of work.
- Document the date in a report from which priorities for funding and for subsequent in-depth evaluation for construction and for major maintenance items may be made.

The data for this report was logged during visits to each building, each classroom and every major ancillary space in the district, and from information on building systems and equipment performance obtained during interviews with district maintenance and operations personnel.

For the purposes of this report, the year 2014 was chosen as a cutoff date for projecting major maintenance needs. Clearly, major maintenance is an ongoing need and will continue long beyond the year 2014. It is suggested that this report be reviewed and updated every two or three years, so that a continuity of program and funding can be maintained.

EXPLANATION OF THE DATA

DATA SHEET

Each building has a set of data sheets which include a Cost Summary, Exterior Data and costs, Utility Systems and costs, and Interior Data Collection forms.

Data is displayed on the data sheets is organized into five parts:

1. Identification of the materials, finishes, and systems being evaluated.
2. Description of the CONDITION of the material, finish or system.
3. Recommended ACTION to be taken.
4. Recommended TIMING for the action.
5. COST of the recommended action.

Condition, action, and timing are interrelated. Component age, frequency of repair, availability of parts, and general system efficiency are factors which influence the status of condition, action and timing, in addition to those factors which are observable during a visual survey. For example, although the present-day condition of a heating system may be satisfactory, the age of the system and comparison with the history of similar systems in the District may dictate the need to provide for early replacement.

COMMENTS

Comments to further describe an item of concern or to note the reason for the recommended action, etc., are included on the data sheets. Some comments are typical and/or repetitive and have been given the following designations:

(A)   Potential fire or life/safety concern
(B)   Parts unavailable
(C)   Inefficient system
(D)   Cost included above

MATERIALS AND FINISHES

Building materials and finishes for interior and exterior surfaces are noted on the data sheets as two letter and three letter abbreviations. The list of abbreviations for materials and finishes is noted below:

MATERIALS

AL	ALUMINUM	MW	METAL CLAD WOOD
AT	ACOUSTIC TILE	NE	NEOPRENE
BR	BRICK	PL	PLASTER
BU	BUILT-UP ASPHALT	PW	PLYWOOD
CA	CARPET	QT	QUARRY TILE
CM	CONCRETE MASONRY	RG	RESILIENT GYM FLOOR
CN	CONCRETE	RT	RESILIENT TILE
CT	CERAMIC TILE	SE	SEAMLESS EPOXY FLOOR
FB	FIBERBOARD	SF	SEAMLESS FLOOR
FL	FLOURESCENT LIGHT	SL	SHEET LINOLEUM
GB	GYPSUM BOARD	SP	SINGLE PLY MEMBRANE
GL	GLASS BLOCK	ST	STEEL
HB	HARDBOARD (MASONITE)	SV	SHEET VINYL
HI	HIGH INTENSITY LIGHT	TE	TERRAZZO
IN	INCANDESCENT LIGHT	VG	VINYL COVERED GYPSUM
LT	LAY-IN ACOUSTIC TILE	VW	VINYL CLAD WOOD
	(SUSPENDED GRID)	WD	WOOD
MA	MARLITE WALL PANELS	WS	WOOD SHINGLE
MP	INSULATED METAL PANEL		

FINISHES

ANO	ANODIZE	PNT	PAINT
CAP	CAP SHEET	SLR	SEALER
EML	EMULSION	STN	STAIN
GRN	GRANULES	VAR	VARNISH
GVL	GRAVEL	VIN	VINYL

CONDITION

The condition of each room, building exterior and utility system is rated on a scale of one to five:

1. Replacement needed
2. Major work/repair needed
3. Moderate work/repair needed
4. Minor work/repair needed
5. Satisfactory (only normal maintenance needed)

This report does not include costs for normal maintenance items such as touch-up painting, re-gluing a loose floor tile, adjusting door closers, replacing burned out lamps, etc.

RECOMMENDED ACTION

Actions to be taken are organized into five categories and are designated with the letters A through E.

A. Replace system or materials
B. Replace defective, damaged or deteriorating parts
C. Maintain system or materials
D. Paint, repaint or refinish
E. Add components or change type of components

TIMING

This evaluation projects needs for major items of work to approximately the year 2014. In the recommendations for timing of the work an attempt has been made to consider the increased potential for damage and deterioration to building components and the consequent increased cost for their repair/replacement if work is not done in a timely manner. Timing is organized into five categories:

1. Immediate
2. Within two years
3. Within five years
4. Within ten years
5. More than ten years

The timing of some items of work, such as exterior painting, have been established in accordance with District objectives for accomplishing major maintenance items. The timing for replacement of certain components will depend upon the performance of both the system and its performance over time. Although the condition of some painted surfaces, such as ceilings, may remain satisfactory without repainting for more than ten years, as a practical matter all similar finishes within a school should be recoated or refinished at the same time.

COSTS

The costs shown are present day replacement and repair costs. Once priorities and actual timing for the work have been established by the District, a more precise estimate of costs may be derived by adding an inflation factor to the costs shown.

This evaluation is for the purpose of defining the costs associated with maintaining existing facilities. Therefore, no attempt is made to include costs associated with building remodeling or new construction which may become necessary due to expanded enrollment, changes in educational programs, or a desire to increase the number of facilities which are accessible to handicapped persons.

IMPERIAL VALLEY COLLEGE
FACILITIES MODERNIZATION SURVEY

LONG RANGE FACILITY SURVEY
Administration Building President's Office and Board Room

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Carpet needs to be replaced throughout the Administration Building
Walls	Remove paneling from President's and Executive Assistant's Offices walls and replace with dry wall, texture, and paint. Lower and replace ceiling tiles and install new lighting.
Computer/Technology/ Furniture/Equipment	Three computers, telephones, two printers, upholstery on chairs need to be professionally cleaned. Dr. Pai needs a new laptop that he can take on trips.
Fixtures	Lighting fixtures doorknobs need to be replaced.
Other	We need to be thinking about a new Board Room. The English Division Offices could be converted to a new President's Office, complete with kitchenette and storage for inactive files and supplies. A bigger more comfortable Board Room is needed with a better arrangement for seating for both Board members and the audience, complete with sound system. The existing offices and Board Room could be converted to office for the researcher, grant writer, etc.
	The roof above women's restroom is leaking. The towel dispenser is placed in a location where a short person wouldn't run into it when exiting the stall. The stall does not have hooks to hand purses. A shelf is needed to set purses and books on below mirror. The sanitary can is rusting on the bottom and needs replacement.

LONG RANGE FACILITY SURVEY

BUILDING 10, Room 16 (Business Services)

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Category	Description
Floor	
Walls	
Computer/Technology/ Furniture/Equipment	Most of the Business Services personnel need upgraded computers to accommodate Windows NT and Banner
Fixtures	Upgrade lighting, ceiling is a hodge-podge from when office housed small faculty offices
Other	A new Administration Building is needed, including a large board room and large conference room. Ideally, Administration should be located to the north end of Campus. This would alleviate parking problems in the Aten Road lot. The existing Admin. Building could be Converted to an English Division Office.

LONG RANGE FACILITY SURVEY

Building 10, Room 16

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	
Walls	
Computer/Technology/ Furniture/Equipment	Improve our computers to fit the needs of our new software, and better serve our IVC community. Reorganize our work stations so we can have more storage space.
Fixtures	
Other	Parking—everyone wants to park in the front lot, there is plenty of parking in the north lot.

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Carpet or re-tile floors
	Replace floor boards
Walls	Remove paneling
	Run cabling through walls
	Paint walls, fill holes
Computer/Technology/ Furniture/Equipment	Replace all English Division computers with faster, more efficient ones
	Printers, CPUs and copier are outdated
	File cabinets should be purchased for all files out in the open.
Fixtures	Door knobs should be replaced, half the doors can be opened with a letter opener.
	Light fixtures should be replaced, outdated and harsh on the eyes.
Other	More outlets should be added. There are only two outlets for the entire English Division Office.
	An office is needed to house the secretarial staff due
	To the nature of confidential issues dealt with on a daily basis.

LONG RANGE FACILITY SURVEY

Building 10, Room 40

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

|	
Floor	Re-tile floor.
Walls	The walls need to be painted white and/or paneling Removed in order to open up the office and provide it with an airy office feel. Holes should be filled.
Computer/Technology/ Furniture/Equipment	English Division computers are the oldest computers on campus and need to be replaced. File cabinets with locks are needed for storage of placement essays and English Division information.
Fixtures	The lights in the English Division office are very hard on the eyes. The light fixtures should be changed. There are not enough electrical outlets in the office.
Other	Overall, the English Division office looks and feels like a storage space, as opposed to the office that it is. The English Division office has a high amount of traffic, and the confidentiality issue may be a big problem due to our non-locking file cabinets.

To: Long Range Facilities Committee

From: Sub-committee assigned to Counseling Center Bldg. 10

Date: February 24, 2004

Subject: Long Range Facility Survey

Bldg. #10, now called the Counseling Center, was constructed in 1962 originally as a library. A new library was built in 1975, allowing Counseling; Financial Aid; EOPS; S.S.S.; Transfer Center and Matriculation to occupy this bldg.

As of this date, the Counseling Center houses approximate 42 full-time staff, 4 part time staff and 12 student workers daily. On an average day, counselors will see 48 students; matriculation 36 students; SSS 32; EOPS 48; Transfer Center 16; Financial Aid 75.

It is the sub-committee's recommendation that the Counseling Center be expanded out all four walls. The Counseling Center is "bursting at it's seams" and with everyone being so crowded, the lack of privacy for our students is non-existent.

The sub-committee also recommends a new air conditioning unit for the bldg. The existing a/c is patched each year.
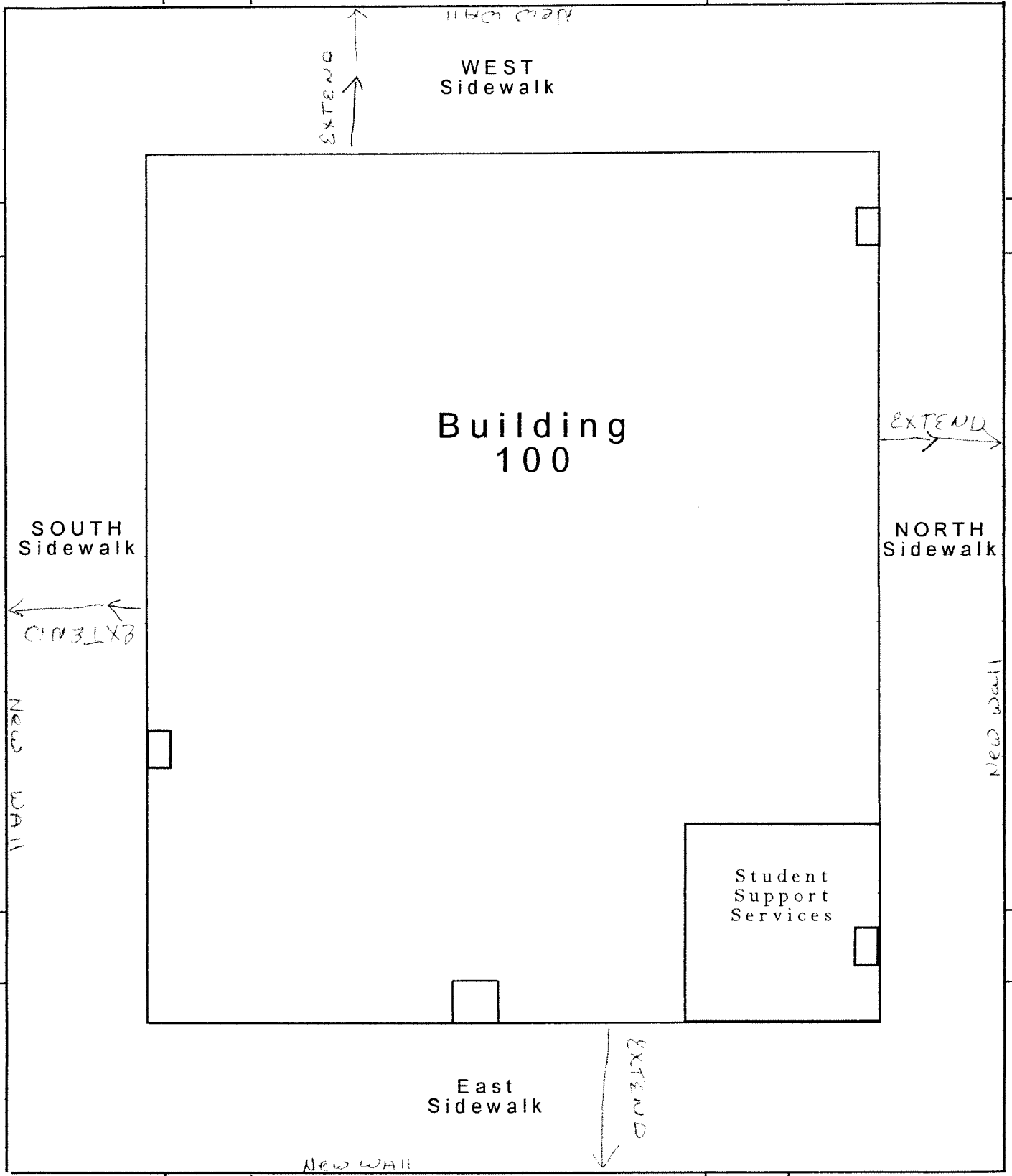
WEST
Sidewalk

EXTEND

New Wall

Building
100

EXTEND

SOUTH
Sidewalk

NORTH
Sidewalk

EXTEND

New Wall

New Wall

Student
Support
Services

East
Sidewalk

EXTEND

New Wall

LONG RANGE FACILITY SURVEY

Building 200, Room 209

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Carpet mildew at front office door
	Water damage from rain
Walls	Ceiling above door, acoustic tiles warping
	Water damage from rain
Computer/Technology/ Furniture/Equipment	
Fixtures	
Other	

LONG RANGE FACILITY SURVEY

Public Safety Facility

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Modular or built (6 rooms)
	Two restrooms
	Storage bunker or in-room storage
Walls	Modular or block (cement), 6 classrooms
Computer/Technology/ Furniture/Equipment	One smart classroom
	One lab with open with partitions and moveable
	Furniture
	One conference room
	One graduated semi-circle
	Large lecture room with desks
	Two classrooms with storage cabinets
Fixtures	
Other	Open track – physical fitness
	Driving course – police-fire-EMS-large trucks
	Tower (fire dept)
	Parking
	Fence

PERFORMING, VISUAL, FINE & MEDIAL ARTS

FACILITIES NEEDS

2 Fine Arts Studio Rooms at 3000 Sq. Ft. each for a total of 6,000 Sq. Ft.
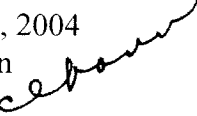
1 Large lecture Room at about 2,000 Sq. Ft.

1 Large electronic media studio at 3,000 Sq. Ft.

1 Photographic Media Lab at 2,000 Sq. Ft.

1 Theater that seats 500

12 Music practice rooms for a total of 15,000 Sq. Ft.

Date: February 23, 2004
To: Tom Hudson
From: Carol Hann
Subject: Modernizing of the 300 Building

I have interviewed various instructors who either teach and/or hold classes in the 300 Building, and received their input as to the modernization needs of the building:

1. Each room should have inter-net access
2. Each room should have video projection capabilities
3. Each room should have computer screen projection capabilities for presentations such as Power-Point
4. All rooms should be checked to insure that the baseboards have been secured
5. All rooms/offices should have better sound-proofing between them
6. Improve the acoustics in Room 305
***** 7. Eliminate the tiered stage in Room 305 that the MIDI Lab computers are on
***** 8. Re-arrange cords in the MIDI Lab in Room 305 so they are not strung across the stage platform
9. The student desk/ chairs in all rooms should be large
***** These are perhaps safety issues as well as "modernization" issues
10. Update flooring in all rooms, including offices
11. Paint all offices and classrooms
12. Re-adjust cooling system vents so all offices are cooled satisfactorily
13. Install phones with message lights in offices that do not have them
14. Improve office lighting

Building 400 Narrative:
From Dr. Zhao
March 8, 2004

Life Sciences area, Building 400, physical facilities affecting our educational mission

The 400 Building is comprised of one life science lab 413 (the only room in the 400 building capable of conducting a full life science course), one chemistry lab (406), one physics lab (410) and one earth and space science lab (409). Currently, we offer 16 sections of life science classes and 8 sections of physical sciences. 413 accommodates 6 sessions of life science classes and open lab sessions. The remaining 10 sections of life sciences are offered in 410. However, 410 was designed primarily as a physics lab and lacks the necessary fixtures to conduct qualified life science lab such as gas and electrical outlets, water and sinks at each work station. Therefore, only imited life science labs can be conducted in 410. 409 is currently used solely as a classroom since we do not have faculty to teach earth and space science classes and it is not equipped at all for life science labs.

Lack of lab space, especially for life sciences, is only compounded by the fact that at the end of phone registration for Spring 2004, there were 1595 attempts to register for life science classes. This demand is equivalent to offering approximately 53 more sessions of life science classes which translates into needing an additional 6 life science laboratories and additional 18 full time equivalent faculty members. Lack of life science lab and lecture space, and the number of students attempting to register for life science classes is all glaring evidence that a new science building is needed to meet the needs of our growing student population. We are clearly leaving students behind who want to learn.

Immediate improvements needed to our current science facilities:
1.   All the exterior doors exposed to the sun need to be replaced. They stick and require force to be opened year around, especially during the summer. It is not only a major inconvenience but also a safety issue. In particular some of those rooms have only one exterior door and in an emergency individual cannot exit the room. We are already on record having reported this problem and wish to avoid well known accidents in industry where people were trapped in a building due to inadequate accessibility to an exit.
2.   Poor air quality in the 400 building. Our ventilation system needs to be cleaned once a year. We are required to use chemicals and biological media, in our labs, which poses a hazard to all without proper ventilation. We have already submitted a detailed explanation of our concerns regarding the ventilation in the 400 building. We submitted this package last semester (Fall 2003) that included complaints from students and employees in this building. We have not received a response toward our safety concerns.
3.   The heating & cooling unit in our building needs to be either completely readjusted or replaced. Uneven heating and cooling in all rooms produces hot-spots in one side of the building and cold-spots in others. This happens year around. We have already had the heating & cooling system assessed by maintenance but to no avail.
4.   All classrooms should be internet ready not only for instruction but for students.
5.   Each classroom should have an instructor computer workstation.

6. All classrooms and offices should have better sound-proofing so students in the classroom can enjoy quiet learning environment in the classroom and private conversation with the instructors in the offices.

7. Room 410 needs cabinets on the wall to store the life science models. Models are stacked together and damage easily and it is not cost effective in the long-run

8. Room 406 needs mobile cabinets and cabinets on the walls to store experiments.

9. The above substandard systems and elements are so crucial for our mission that the walls and floors are not important to us anymore, though it would be nice to have smooth floors, walls painted, cabinets refinished, water damaged ceiling panels replaced, earth quake cracked walls repaired, desks and chairs for large students and an overall warm, inviting atmosphere for students to enjoy studying in.

Our planetarium for astronomy class is inside 200 building. We like to know if the planetarium is checked in this survey.

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	
Walls	1. Display Cases for All biological and natural science lab rooms
	2. Lockable cabinets for microscopes
	3.
Computer/Technology/ Furniture/Equipment	1. Science 2@50 each computer labs
	2. Molecular modeling software for Chem 1B and Chem 12A license ($1500 site license)
	3. NMR & IR simulation software for Chem 12A ($1500 site license)

	4.	
Fixtures	1. A Locker for EACH Student in Chemistry so they can perform their own experiments---need approximately 150-250 lockers.	
	2. 40 New Desks and Chairs. Many of my students can not fit into our students desks. The chairs we have are also falling apart; students must balance on their sets or else they tip over.	
	3. Instrumental Room for chemistry spectrometers and analytical scales	
	4. Gas Chromatograph spectrometer Chem 12A ($50K)	
	5. Infrared spectrometer Chem 12A ($40K)	
	6. Eight fume hoods ($15K each)	
	7. New Ventilation system	
	8. Handicapped access in the Laboratories	
	9. 2@4-foot blast shields ($600 each)	
	10. 2@Gas regulators for hydrogen, oxygen, helium, argon	
	11. 10@Melting point apparatus ($800 each)	
	12. 10@Visible spectrometers ($600 each)	
	13. 10@pH meters ($1.3K each)	
	14. Glassware ($20K)	
	15. Light switches at the front of the room to control lighting in the room	
	16. Induced Coupled Plasma (ICP) ($70K)	
Other	1. 2 lectures rooms to seat 60 students for chemistry lecture ONLY, complete with video projector, podium, and white boards. This lecture rooms should be	

attached to the Chemistry Laboratory Preparation room so chemistry demo's can be brought in during lecture.
2. 2 lab rooms to accommodate 50 Chemistry students each, complete with fume hoods (4 each), new sinks, bench work area, stools, white boards, and lecture podium
For the Laboratory Preparation Room
4. New 100by100 foot chemistry laboratory preparation room complete with portable shelving (separating each experiment) for Chem 2A (4 sections a semester), 2B (to be offered in 2005), 1A (1 section a semester), 1B (every other semester), and 12A (every other semester) labs.
5. Hazardous Waste disposal System
6. Cryogenic freezer
7. Sub Zero freezer
8. 4@Stainless steel 6'by12' walk-in refrigerators for storing biological specimens.
9. Solar Powered 100 gallon, roof mounted Deionization Water system
10. Deionization Water access in preparation room and all lab stations.
11. Dishwasher
12. 3@10 cubic foot ovens
13. Standup double door blast proof refrigerator
14. Standup double door low moisture refrigerator
15. Mobil shelving for ALL labs
16. Fume hood for preparation room

LONG RANGE FACILITY SURVEY

Building 400, Room 413

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Ok
Walls	Ok
Computer/Technology/ Furniture/Equipment	Niches for permanent desktop computer Printer in room
Fixtures	Lights: There should be two banks of separately controlled lights: front and back. Currently we have 2 banks: left and right halves.
Other	Change chalk board to white board

LONG RANGE FACILITY SURVEY

Building 500, Room 513

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	
Walls	
Computer/Technology/ Furniture/Equipment	
Fixtures	Please add more blackboards or whiteboards. This room has a small blackboard, too small.
Other	

LONG RANGE FACILITY SURVEY

ROOM_____

600 Building (College Center)

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Replace flooring in main dining room (worn & uneven)
Walls	
	Replace walls (sheetrock and covering) in main dining room (worn, torn, with stains and holes).
	Add additional large "College Center" sign on west side of building, adjacent to patio entrance (for visitors to events who approach CC from gym parking lot)
Computer/Technology/ Furniture/Equipment	Replace lounge chairs and tables (stained, worn, broken)
	Move or replace projection screen (in awkward location)
	Re-cover backs of stacking chairs (seats were recovered recently, but backs are still covered in cheap, thin vinyl and many are torn.)
Fixtures	Repair or replace electric doors, at front and rear main entrances, and between dining room and patio (these are original (old) equipment and often do not function properly)
	Add more electrical outlets, especially at front of building, where many events occur.
Other	Expand building, to enlarge main dining room – ideally with one or more floor-to-ceiling sound proof dividers (to allow two or more functions to take place at the same time; and/or to allow one function to take place and still allow an area for students to use.)
	Purchase small, movable room dividers
	Add acoustic tiles to Casbah room (for sound dampening)

Subject: LONG RANGE FACILITIES PLANNING

BUILDING: 700

NEED: Classroom

RATIONAL: We in the Exercise Science, Wellness, and Sport Division offer two classes that are required for graduation Health Education, a lecture course and Lifetime Exercise Science part lecture and part lab. Currently we have 1 classroom in our facility. The lecture portion of Lifetime is using the gym bleachers as a classroom while other activity classes are going on in the gym. This is not conducive to learning, having to take notes and tests balancing on the student's knees. We need a classroom.

SOLUTION: Office space in the 700 building being converted in to a classroom. Rick Webster in Maintenance has the estimates on this project already.

FUNDING: The 2003 – 2004 Instructional Equipment Grant money. 15,000.00. Banner Account # 16301-241-6490-1200 is a start.

III. APPENDIX

A.   **ESTIMATED COSTS:**

1.	Tennis courts resurfaced	$20,000.00	– Done
2.	Replace basketball court	$75,000.00	
3.	Outside restroom facilities	$98,000.00	
4.	Women's team room and expansion	$1,000.00	– will be done
5.	Study hall in gym	$2,000.00	
6.	Outside team room / classroom	$100,000.00	
7.	All-weather track	$600,000.00	
8.	Women's cross country, M & W track	$60,000.00	
9.	Training room plumbing	$1,000 - 2,000.00	
10.	Training room cabinets	$2,000 - 3,000.00	
11.	Men's and women's lockers	$10,000 - 30,000.00	
12.	New lights for outside athletic facilities	$400,000.00	
13.	Refurbish tennis court lights	$15,000 - 40,000.00	
14.	New stands for soccer fields	$4,000.00	
15.	Plant trees	$5,000 - 8,000.00	
16.	Install security/safety fence	$10,000 - 20,000.00	
17.	Paved road and blacktop	$100,000.00	
18.	Wooden fence in outfield	$4,000 - 6,000.00	
19.	Landscape	$3,000 - 5,000.00	
20.	Bleachers	$7,000 - 10,000.00	
21.	Insulate and install air conditioner	$1,000 - 2,000.00	
22.	Finish storage room	$2,000 - 3,500.00	

LONG RANGE FACILITY SURVEY

Building 700, Gym

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Needs to be maintained more
Walls	Walls are in good condition
Computer/Technology/ Furniture/Equipment	New volleyball nets
	New volleyball bars for the nets
	Don't need computers
	Technology is good; needed only for workout room
Fixtures	Need new scoreboard and name plates with the names of the athletic team members
	Trophy case needs to be updated
Other	

800 Building

1. Check building for mold
2. All classrooms equipped with computer station, Internet, Proxima (ceiling installation), wall screen
3. Replace all desks that are more suitable to accommodate any size student
4. Contract a professional consultant to analyze floor plans to make more efficient use of computer/equipment/desk layouts
5. Carpets need to be cleaned, stretched and/or re-glued
6. Install carpet in instructors' offices
7. 804   Electrical floor outlets are loose
8. Repair/replace window blinds
9. 803   Water damage in ceiling
10. 804   Need additional storage for computer repair class equipment
11. 801, 804   Replace overhead wall screens
12. 804   Replace chairs
13. 806   Paint warm color & put up more bulletin boards for student projects
14. 810   Change instructor's computer station to front of room
15. 810   Need tables for student activities

900 Building

1. Check building for mold
2. All classrooms equipped with computer station, Internet, Proxima (ceiling installation), wall screen
3. Replace all desks that are more suitable to accommodate any size student
4. Contract a professional consultant to analyze floor plans to make more efficient use of computer/equipment/desk layouts
5. Carpets need to be cleaned, stretched and/or re-glued
6. Install carpet in instructors' offices
7. 906   Repair/replace floor at it has large bumps/bubbles
8. 906   Need additional chairs (replace folding chairs with student chairs)
9. 911, 913   Repair ceiling and wall water damage
10. 911   Side blackboard is irrelevant because several students are unable to see it given the room layout.
11. 911   Room itself is quite cramped and small—poor learning environment; students are nearly on top of each other if there are 20 or more student in a class

March 4, 2004

LONG RANGE FACILITY SURVEY

Building 900, Room 912

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	
Walls	
Computer/Technology/ Furniture/Equipment	Need permanent DVD capability in addition to the currently installed VHS & Powerpoint capabilities
Fixtures	
Other	Too many desks in the room for safe entrance/exit to all row of seating. Desks are pushed all the way to the rear Wall. Agile students climb over to get to a couple of rows and I'd have to see what happens in an emergency with students attempting to get to the door. Must be a fire violation. Signs stating maximum desk for this room have not been updated since we got larger desk (5-6 years).

LONG RANGE FACILITY SURVEY

ROOM_____

1000 Building (Student Affairs/ASG)

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Replace carpeting (worn, and bunched up in places)
Walls	Replace aging (and now inaccurate) sign on exterior northeast wall; (sign is falling apart and missing parts of letters) "Student Life" should be replaced by: "Student Affairs"
	Repair or replace "1000" wooden building number on rear of building.
Computer/Technology/ Furniture/Equipment	Upgrade PCs (4 – 6); some are 3 – 5 years old
Fixtures	Check/repair electrical panels
Other	Check/repair roof for proper drainage

AUTOMOTIVE & WELDING

Need three classrooms to serve 400 students
Need four classrooms and 15,000 square feet of lab
Total including labs and classrooms would be 20,000 square feet
$3 million

REMODEL AGRICULTURAL BUILDING
7,000 square feet @ $100 sq/ft = $700,000

MEMORANDUM

TO: Tom Hudson, Dean of Business Services
FROM: Gonzalo Huerta, Dean of Instruction for Applied Sciences
DATE: March 8, 2004
SUBJECT: Long Range Facility Survey

After our conversation on the subject of Facilities and our visit to the 1300 Building today (03.08.04), I spoke with Jose Lopez to discuss his assessment of the needs in the Industrial Technology Division with respect to Facilities. He shared with me the information he submitted to your office. I did not have an opportunity to discuss the survey last week due to my attendance to our CCCAOE Conference. I also missed our meeting of the Long Range Facility Planning Sub-Committee last Thursday and did not participate in the review of what was submitted by the Institution, as a whole.

I would like to summarize some of what you and I discussed. Also, I would like to expand upon what Jose submitted and would ask that you consider this information for inclusion in your draft of the report you are generating from the feedback the sub-committee received.

Allow me to simply list some of the needs for the Industrial Technology Instructional Division. This area is primarily housed in the 1100, 1200, 1300, and 1400 Buildings with support buildings, surface areas, coverings, and structures.

The class rooms with this area are 1101, 1103, 1203, 1307, and 1308.
These need;
    (1) 2 white boards per class room (total, 10 boards).
    (2) Seating with tables and chairs, not desk chairs, for 20 students in each (total 50 tables and 100 chairs).
    (3) Internet connection for all class rooms (total 5 connections)
    (4) At least one computer per class room (total 5 computers)
    (5) Digital projector for each room (total 5 projectors)
    (6) DVD, CD, Tape player for each room (total 5)

Associated with the class room and in support of Instruction;
    (1) All floors need to be patched for cracks to reduce risk
    (2) All walls need to be painted
    (3) All floors for the lab areas need to be Safety color codes
    (4) At least all external doors need to be replaced because of rust and corrosion
    (5) All roves need to be repaired to eliminate water leaks
    (6) Lighting needs to be up-graded and in some cases installed.
    (7) Roll-up door in 1200 needs to be replaced

Needs associated with support of learning experiences in the Laboratory environment;
   (1) Roof is needed for shaded area Auto Collision Repair lab (approx. 120 feet X 40).
   (2) Concrete floor for Auto Body Prep area (approx. 40 X 60)
   (3) 1 set of Restrooms and drinking water accessible to outside lab areas for 1300, 1400, and 1200.
   (4) Vehicle Wash area, steam and high water pressure with rack and good drainage
   (5) All existing rest rooms need to be replaced and female rest rooms need to be added.
   (6) Sinks in the labs need to be replaced and drain systems replaced
   (7) Electrical load capacity needs to be increased by a factor of 2 or 3 in 1100, 1200.

Support for Faculty in the Instructional area;
   (1) Need Office area for adjunct Faculty in 1100, 1200, 1300 with computer, printer, internet access, desk, cabinets, and phone.

LONG RANGE FACILITY SURVEY

AUTOMOTIVE & WELDING

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	
Walls	
Computer/Technology/ Furniture/Equipment	
Fixtures	
Other	Need the classrooms to serve 400 students, need four classrooms and 15,000 square feet of lab. Total including labs and classroom would be 20,000 square feet. $3,000,000
	Remodel Agricultural Building, 7,000 square feet @ $100/sq foot = $700,000

LONG RANGE FACILITY SURVEY

Building 1100

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	The floor needs repair, too many cracks, needs to be repainted, need safety lines.
Walls	Need to repair cracks and repaint.
Computer/Technology/ Furniture/Equipment	We need three computers with printers. New office desks (3) and chairs. Need cabinets.
Fixtures	Classrooms need new chairs (around 20), need new class white board. All shop doors need to be replaced (too old, rusting from inside/outside).
Other	The light system of the shop needs to be replaced—too old (20 years old). Restroom needs to be repaired and replaced, all units.

LONG RANGE FACILITY SURVEY

Building 1200

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Repaint every semester.
Walls	Roll up/down door is in need of replacement.
	Shop doors need to be replaced.
Computer/Technology/ Furniture/Equipment	No internet line.
	No printer.
	We need new desk and computer for staff.
Fixtures	We need new desk and chair (too small)
Other	Outside roof leaks when it is raining.
	Some welders are old and need to be replaced.
	Metal shears are old (30 years) and need to be replaced.
	Lab space is needed both inside and outside the shop.

LONG RANGE FACILITY SURVEY

Building 1300, Rooms 1307 and 1308

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Needs to be painted
Walls	Needs paint
Computer/Technology/ Furniture/Equipment	
Fixtures	Need new outside doors
Other	White boards needed Cabinets for electronic components and video Cabinets for auto body class

LONG RANGE FACILITY SURVEY

1300 Building

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	We use only the outside of the 1300 building for Auto Body Lab. We have to work with the noise of the air conditioning.
Walls	
Computer/Technology/ Furniture/Equipment	No office Not internet line No phone No computer
Fixtures	Roof is leaking – needs to be repaired ASAP. Roof needs modification for summer time, we need to offer summer school. Need a drain in the car wash area, storage All new air lines New air compressor
Other	No restroom. No water fountain. The auto body lost the 1300 building to the art classes 6 years ago, leaving the auto body students without restroom, potable water and not place to cool off in the summer or stay out of leaking roof in winter.

LONG RANGE FACILITY SURVEY

Building 1400

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	The floors are in need of repainting.
Walls	Paint is needed to repaint spots.
Computer/Technology/ Furniture/Equipment	The computer and printer are old and out of date We don't have internet connection No phone line No computers for the employees and students.
Fixtures	No water fountain No restroom New welding tools and small equipment needed because of all the new technology
Other	We need more space to provide better service for auto, auto body, and welding students.

LIBRARY MODERNIZATION NEEDS

The major need in the Library is to enlarge Room 1502, which is now used for library orientations and Library Technician classes. It currently has 18 computers and extra chairs. Since most classes have more than 18 students in them, we ask students to share the computers. Even at that, many of the larger classes just do not fit into this room.

The wall on the south side separating it from the office area/library could be removed as well as the glass wall that now closes off the office area for Technical Services. The present glass wall in the office area could be moved out even with the present glass wall of 1502 with an additional door and a solid wall on the south side of the room. This room would be an extension of the present glass wall, with the solid wall being an extension of the present office area. This would still leave a corridor for emergency egress out the library through the present emergency exit. Electrical wiring and Internet connections would be needed, as well as additional computers. This would increase the size of this room by more than 50%, which would provide an excellent space for larger classes. We might keep one area of it with tables and chairs only and not fill the whole area with computers. If the Polycom unit remains in this room, the tables and chairs could be used with it for videoconferencing.

This would completely eliminate the current office area now used by Technical Services. That function could be moved into Room 1509, where the large copy machine used to be. We might need to erect a storage room in the corner behind the Dean's office, where some of the stuff stored in Room 1509 could be moved. If that were the case, two walls and a door would be needed. Otherwise, the functions now in 1509 could be rearranged to accommodate the Technical Services staff and the Reference Librarian, who is now in the corner behind the Dean's office.

TO: Eileen Buckel

FROM: Norma Gonzalez, Nina Blair

DATE: February 27, 2004

RE: Additional Space for R/W Lab students

In order to provide appropriate services to our students working on the Phonics program, we need a soundproof room. Currently, the Phonics students are housed in the Writing Room (2603) where they create a disturbance.

A soundproof room could be created by adding an inside wall in Room 2603. We will also need 20 study carrels and 20 chairs.

Books needed to enhance the collection of the Spencer Library Media Center:

Encyclopedia of Life Sciences. 2nd ed. 13 v. $459.95

International Wildlife Encyclopedia. 3rd ed. 22 v. $499.95

Encyclopedia of Earth and Physical Sciences. 11 v. $459.99

Exploring Ancient Civilizations. 11 v. $329.95

Additional Accelerated Reader Books (25-50 paperback books @$5 each)

Books in economics and business law (indeterminate titles at this time--$5,000)

Updated nursing and health technologies books ($10,000)

Total : about $17,000

If given more money, we can find items to purchase. We rely primarily on current book reviewing sources and professional journals that focus on specific disciplines and on faculty recommendations, though we don't get as many of them as we'd like.

One year we got an additional $50,000 from PFE funds and it almost killed us trying to find, purchase, receive, catalog, and process them. An additional $15,000 to $20,000 over and above our regular budget would enable us to update the collection in areas needing it.

ASSESSMENT CENTER

The Assessment Building is divided into three different programs; Upward Bound, Talent Search, and Assessment Center.

Floor	The floors are warped.
	Replacement of carpet on walkway ramp.
Walls	The walls need insulation to reduce noise especially during testing hours.
	Need storage shelves on walls.
	Walls need painting.
Computer/Technology	Add Computer lines to accommodate computerize assessment.
Fixtures	There is a sewer leakage outside assessment near shed.
	Replacement of restroom pipes and faucets.
	Replacement of acoustic tile in ceiling.
Other	Improve indoor and outdoor lighting.
	Front door needs replacement.
	Replacement of wall clocks.
	Fumigate to exterminate RATS.
	Replacement of windows.

LONG RANGE FACILITY SURVEY   ROOM_____

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	
2150	Carpet buckled and torn, needs to be replaced
2139	Carpet worn, needs replacement
2135	Carpet worn
2137	Carpet worn, torn, buckled
2131	Tile floor in good shape
2153 and 2155 Nursing Offices	Carpet worn, torn, and taped
Lab 1 (2157)	Carpet torn, needs replacement – this is a lab and needs tile
Lab 2 (2159)	Carpet torn, needs replacement – this is a lab and needs tile
Lab 3 (2163)	Carpet torn, needs replacement – this is a lab and needs tile
2165	Carpet ok
NLC (2158)	Tile floor, in good shape
Hall way	Carpet worn in spots, should be replace
Walls	Most of the rooms in the nursing section of the 2100 building have wallpaper, which is still ok
Computer/Technology/	Computer lab with 21 computer, space for 26 computer, internet assessable, Room 2150: Computer/video projection system, this is needed in Rooms 2139, 2135 and 2137
Computer Lab	Update 21 computers to run sophisticated medical/nursing videos
Furniture/Equipment	Replace desks in rooms 2135, 2137, 2139, 2150 with tables and chairs that can be rearranged for skill demonstrations.

	2165 (formerly Lab 4) This space was a skills classroom that was converted to faculty offices. It needs to be converted back to a skills lab. In the future this would be the perfect room to house a computer-simulated manikin. In addition this space is needed to handled expanded nursing and health science programs.
	Relocate the four office spaces housed in 2165 to faculty offices around nursing building.
Lab1, Lab 2, Lab3	Internet capabilities need to be extended to labs to allow for use of new medical technologies.
Lab 1, Lab2, Lab 3	Computer/video projectors need to be installed
Fixtures	Rooms 2135, 2137, 2139 and 2150 do not have natural light options. In the case of a power outage these rooms become very dark. Window in the doors or in the walls are needed for safety sake.
2100 Lobby	This social space needs chairs or benches. Students sit on the floor. This area also serves as a reception area for community functions in 2131 and the space needs to be inviting.
Other	
	The department needs to plan to purchase a medical simulation manikin to be used by all nursing, health technology and EMS programs (currently these cost between $50,000 - $180,000.

LONG RANGE FACILITY SURVEY

BUILDING 2200, 2300 (Infant Care and Preschool)

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	
Walls	Paint interior walls in building 2200 and 2300
Computer/Technology/ Furniture/Equipment	
Fixtures	
Other	

The Long Range Facilities Sub-Committee is looking for systems or elements associated with the physical facilities that directly or indirectly affect the educational mission. Please indicate needs and general description of items below:

Floor	Carpet in building is beginning to ravel, needs to be replaced.
Walls	Walls in conference room and reception area need to be paited.
Computer/Technology/ Furniture/Equipment	Conference/Interview room needs telephone/computer connections for possible telephone interviews. Need storage area for confidential files,which needs to be fireproof.
Fixtures	Area outside building were cart is parked needs to have a covering to prevent cart from rust/rain damage. On west side of outside building need additional sign that read Human Resources Office.
Other	Restroom facilities.