Facilities and Campus Improvement Plan

2024-2027

Introduction

Lancaster County Career & Technology Center (LCCTC) operates multiple campuses—Brownstown, Mount Joy, Willow Street, and the Health Sciences Center—providing state-of-the-art environments for technical education. In addition to these, the Lancaster County Public Safety Training Center in Manheim enhances our offerings. Facilities have undergone significant modernization, with the latest major renovations completed in 2017.

To maintain excellence, LCCTC uses a proactive, strategic four-year plan that incorporates regular evaluations, stakeholder feedback, and adherence to safety and regulatory standards. This plan now aligns with COE Standard 6: Institutional Infrastructure, which emphasizes physical resource adequacy, health and safety, and technical infrastructure.

Vision

Provide attractive, safe, accessible, and secure conditions at all LCCTC campuses, reflecting the highest standards of educational excellence and customer service.

Purpose

To ensure ongoing maintenance and strategic improvement of physical and technical infrastructure; support safe, healthy environments; comply with legal standards; and foster readiness and resilience in the face of emergencies.

Action Goals

The updated LCCTC Facilities and Campus Improvement Plan addresses eight categories, with additions per COE Standard 6:

1. Personnel

- Annual performance evaluations for maintenance and custodial staff.
- Training in "best practices," Right to Know, MSDS, and health/safety procedures.
- Distribution of Non Instructional Personnel Manual during onboarding.

2. Facilities Improvement

- Maintain insurance policies for all facilities.

- Study utility usage to determine energy efficiency and sustainability options.
- Perform inspections as needed for air quality, lighting, mold, and HVAC system integrity.
- Conduct monthly maintenance meetings.
- Evaluate and award service contracts for:
  - Energy management systems
  - Boilers and chillers
  - Fire alarms and extinguishers
  - CO_2 systems (kitchen hoods, spray booths, cafeterias).
- Prioritize work using a campus "punch list" aligned with instructional goals and safety standards.
- Present facility improvement recommendations to the JOC and Authority.
- Evaluate campus needs based on:
  - OAC facility reviews
  - Teacher and staff requests
  - Insurance inspections
  - Maintenance staff input
  - Administrative walkthroughs.
- Maintain a four year facilities and campus improvement plan for classrooms, labs, buildings, and grounds.
- Conduct lifecycle studies every 10 years to prioritize major capital improvements.

Funding Sources for Improvements and Maintenance
- State/Federal Grants (if applicable): Used for targeted improvements or upgrades.
- Public Sales: Obsolete or excess equipment is sold to reinvest in campus needs.
- Service Contracts: Multiyear agreements help manage costs for critical systems.
- Joint Purchasing Consortium: Used to reduce costs for custodial and maintenance supplies.
- General Fund Budget: Primary source for operations and basic maintenance.

3. Equipment
- Maintain separate four year plans for equipment under and over $5,000.
- Conduct annual equipment reviews and public auctions for obsolete items.
- Prioritize procurement based on need, safety, and instructional goals.

4. Supplies
- Midyear inventory and purchasing planning.
- Group purchasing for cost efficiency.
- Budget alignment for maintenance and instructional materials.

5. State Law, Codes, and Procedures
- Ensure compliance with local, state, and federal codes including ADA.
- Act on recommendations from inspections and audits.
- Comply with IPM (Act 35 & 36), fire, construction, and safety codes.

6. Health and Safety

- Maintain and distribute a written Health and Safety Plan, including emergency procedures, illness reporting, and evacuation protocols.
- Make plan summaries accessible to students and staff.
- Provide readily available first aid supplies across all campuses.
- Conduct regular safety committee reviews.
- Maintain and analyze student accident reports for trend data and interventions.
- Promote wellness through employee assistance programs and student wellness initiatives.

7. Emergency Operations

- Update MultiHazard Emergency Plan annually.
- Train staff in collaboration with emergency services.
- Conduct drills and collect stakeholder feedback for continuous improvement.

8. Technical Infrastructure

- Implement and maintain a written Technical Infrastructure Plan that includes:
    - Equipment adequacy and upgrades
    - Cybersecurity and data privacy protocols
    - Backup and disaster recovery processes
    - Secure delivery of instruction (including virtual learning, if applicable)
    - Accessibility to technology support services for students and staff
    - Annual evaluations and revisions based on system performance, emerging technologies, and stakeholder input.
    - Conduct annual equipment reviews and proper disposal for obsolete items.

9. Physical Facilities at All Locations

Each LCCTC campus is equipped with physical facilities that are adequate, safe, and clean. The maintenance and custodial staff at LCCTC clean and maintain all of the areas daily/nightly. All locations include properly maintained classrooms, laboratories and technical shops, faculty and administrative offices, student restrooms, conference and meeting rooms, as well as well-lit parking areas.

These facilities are supported by appropriate utilities such as lighting, ventilation, water, heating and cooling systems to ensure a functional and comfortable environment for all educational and administrative activities.

Evaluation

A comprehensive evaluation of this plan is conducted annually. Inputs include:

- Crisis Response Task Force
- OACs and safety committees
- Property and liability insurers

- Student and staff surveys
- Technology infrastructure audits

Findings are used to update the facilities four year plan, technical systems, and emergency protocols. Final approvals and major decisions are reviewed by the Joint Operating Committee (JOC) and the Authority.

Appendix

A. Physical Resources
- LCCTC maintains a written plan for the operation and maintenance of physical facilities, addressing:
- Adequacy of and improvements to facilities across all campuses.
- Budget allocations for maintenance and improvement through general funds, grants, and public sales.
- Dedicated maintenance and custodial personnel with annual evaluations and training.
- Availability and procurement of non-instructional equipment and supplies through a consortium.
- Compliance with ADA and other state and federal safety codes and regulations.
- Annual review and revision of the Facilities and Campus Improvement Plan.
- All physical locations provide safe, clean, and accessible spaces for classrooms, labs, offices, lounges, meeting areas, restrooms, and parking.

B. Health and Safety
- The institution utilizes a comprehensive Health and Safety Plan that includes:
- Procedures for reporting and investigating incidents that impact student, staff, or guest safety.
- Annual distribution to employees with opportunities for feedback and plan updates.
- Summary of plan information available to students via handbooks and campus postings.
- Readily available first aid supplies at all locations.
- Ongoing safety reviews, wellness programs, STAR/SAP teams, and safety committee input.

C. Technical Infrastructure
- LCCTC maintains a written Technical Infrastructure Plan that is in use and evaluated annually. The plan includes:
- Regular assessment and improvement of technology systems, including virtual learning platforms.
- Ongoing maintenance of network, hardware, and software systems.
- Measures to ensure privacy, safety, and security of institutional and student data.
- Reliable access and system redundancy through internal IT and vendor partnerships.
- Annual plan evaluations and updates with administrative and staff access to information.
- Technology systems are designed to avoid barriers to instruction and support.
- Student coursework, testing data, and records are backed up securely and protected from loss or corruption.