

Learning Bridge Career Institute

Addressing the Adequacy and Improvements of all Physical Facilities and Technical Infrastructure

PURPOSE:

This plan addresses the adequacy and improvement of all physical facilities and technical infrastructure and how it is maintained.

PHYSICAL CAMPUS IMPROVEMENTS

All physical improvements that wish to be addressed must be submitted either verbally or in writing to the building manager. The building manager will address each request with the CEO or President to discuss the purpose of the improvement or issue. As modifications or updates are approved, the President contact the building manager for implementation. As it relates to the safety of the building, all safety issues are reported to the building manager who is responsible for safety inspections and correcting any unsafe conditions within the premises. The Atrium building is responsible for the following as deemed by our lease agreement, changing of light fixtures, air conditioning and heating units, and all major repairs.

The following items below are all maintained by the building manager and are maintained yearly, by request, or as needed.

- **A/C and Heating Maintenance**
- **Plumbing**
- **Grounds**
- **Floors**
- **Sprinkler Systems**
- **Fire Alarms**

FUTURE IMPROVEMENTS OF THE PHYSICAL CAMPUS FACILITIES REQUEST

In 2018-2019, LBCI has received approval to remodel the campus to allow for larger lecture rooms and an additional laboratory. Additionally, LBCI has removed the carpet from 80% of the building to install commercial laminate flooring. 90% of the campus has been painted to a light blue/ gray hue.

Future renovations have been approved to remove the carpet and paint in the President's office as well as the Financial Aid Office. This is scheduled to take place in 2020-2021.

TECHNICAL INFRASTRUCTURE CAMPUS IMPROVEMENTS

The building of LBCI is in a 6-Story office building with the capability to receive internet and phone services. LBCI is responsible for ensuring that the technical infrastructure is maintained and updated as needed. The following programs are used to maintain a solid infrastructure:

- **Internet /Phone agreements (ethernet and Wi-Fi)**
- **Portal Systems**
- **Cloud Services**
- **Media Resource Room with open student computer use**

In the event any of these services need maintenance or improvements, LBCI Administrator will contact the service provider for immediate technical support.

FUTURE IMPROVEMENTS OF THE TECHNICAL INFRASTRUCTURE CAMPUS FACILITIES REQUEST

LBCI has made several improvements during the years of 2018-2019 to include the following:

- **Implementation of Diamond SIS to assist in securing student and employee data**
- **Portal Systems to give restricted departmental access to student's faculty and staff**
- **Cloud Services- Such as DropBox to secure electronic data, files, and school plans**
- **Media Resource Room with open student computer use**

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All requests for additions or improvements to the technical infrastructure are made in writing and presented to the Campus President. Once received the President researches the request and makes a formal request to the CEO for all requests under 10,000. Any request less than 10,000 may be approved by the President.

EVALUATION AND DISTRIBUTION OF PLAN

This will be evaluated yearly by members of the faculty and staff. An updated plan will be placed on the distributed all LBCI team members via email.