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Standard 6

The Learning Bridge Career Institute

Physical Facility Plan

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Purpose:

This plan addresses the improvement of the physical facility and technical infrastructure. The purpose of this plan is to oversee and manage the physical facility, safety, and technical infrastructure.

Operation and Maintenance Plan

This plan is the driving force behind the modifications and improvements needed to ensure efficiency and maintenance are maintained. The objective of the plan is to provide a safe space for students to learn and grow into professionals. This plan is reviewed and discussed once a year and is evaluated as needed. All campus needs are shared with the President and modifications are implemented as they are approved.

This plan is discussed at advisory board meetings and students are surveyed on the physical facilities and safety at the end of each course and or the completion of the program. This plan is also listed on the LBCI web site.

Personnel

The designated person assigned to this plan is the President. The director is responsible for approving and implementing modifications as it relates to maintenance. As modifications or updates are approved, the President contacts 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 building

manager is also responsible for all parking areas, maintenance and cleaning of campus, plumbing, and the perimeter of the campus.

Equipment and Supplies

Equipment and supplies are requested by the staff. An available requisition form is completed as supplies and equipment as needed. As this form is completed items are issued. All damaged equipment is documented on a Damage Form and submitted to the President for examination. After receiving the damage forms, it will be the determination of the President if the item needs to be replaced or repaired. If the damaged items are part of the building facility, the President will contact the building manager for repairs.

State and Federal Regulations

All regulatory guidelines are met as deemed by the Department of Health and Hospitals. LBCI is also compliant with all ADA regulations.

Safety

The Learning Bridge Career Institute is required to meet all state and federal regulations. Within our facility there are the following:

- Clearly marked fire / emergency exit signs / Fire Extinguisher
- Safety lights in the event of a power outage
- Clearly marked entrances and restrooms that meet the needs ADA regulations

Evaluation of the Plan

The LBCI team evaluates this plan at our yearly retreat. The team also evaluates student results during staff meetings along with discussions if necessary.

Technical Infrastructure Plan

Purpose

The purpose of this plan is to ensure the safety of the student's and personnel's information.

Personnel

The campus director is responsible for granting and removing access to students and staff. When assigning the access to the campus portal or student portal, the campus director grants permission. Each person is given access through the portal hosted by the Diamond software. Each person creates a profile creating a username and their own personal password. If a staff member needs to be removed, the campus director will submit a request to Diamond to remove that person's access. If a student needs to be removed, the campus director can internally remove a student's access and or reset their password if needed. The campus director is required to in-service staff on Personal Indefinable Information and Confidentiality yearly.

Equipment, Software and Cloud Services.

Protecting staff and student records are important to LBCI and the plan demonstrates the commitment to securing their data.

The Diamond Software

LBCI uses Diamond as their host sight for all student and staff information. This software is cloud-based and is continuously backed up. Passwords are required to enter the system for all parts of the Diamond system (Faculty Portal, Student Portals, and the Diamond Cloud). LBCI employees are granted access to various parts of Diamond based on their position with the company.

Captivated

Captivated is a system that allows communication via text messages between staff and students. This system allows for information to be sent due to emergency circumstances and or for general information. When

sending a group message in the system, it automatically hides group members' contact information from other members. LBCI staff members are given a password for access and can set notifications manually on the system.

For incoming students, take forms are sent via captivated and after completing the form, it is returned to the admissions department to view and print. In order to view the file, the encryption key must be entered. Only the admission department and the campus director can access the prospective student's intake form with the key.

Dropbox

The LBCI dropbox subscription holds the electronic files of previous students. As students are completed, their file is uploaded to the dropbox electronically. The dropbox is a cloud-based system and is only accessible by assigned staff.

Financial Aid Databases

Both NSLDS and COD are systems used to enroll and host student Financial Aid information. These systems are protected by passwords that required special access. FSA user id, password, and two-factor authentication tokens are needed to access COD and NSLDS.

EMC is a third-party servicer that works with the Financial Aid department to assist in displaying student financial aid. Access to their service portal is only provided to the FAA and the President.

State and Federal Regulations

All regulatory guidelines are met as deemed by the Department of Health and Hospitals. LBCI is also compliant with all ADA regulations.

Safety

The safety of student and employee records is vital and LBCI is committed to insuring that we remain compliant to all regulations set by DOE, COE, and BOR. LBCI honors the FERPA agreement and reviews it with the students during orientation and with staff meetings yearly.

Evaluation

The LBCI team evaluates this plan at our yearly retreat. The team also evaluates student results during staff meetings along with discussions if necessary.