



Shasta College

Facilities Planning Committee Shasta-Tehama-Trinity Joint Community College District

Constitution

This committee shall be known as the Facilities Planning Committee (hereafter referred to as "Committee") to the Shasta-Tehama-Trinity Joint Community College District.

The Committee is an integral part of the college's planning model and will be responsible for the development and submission of the Facilities Master Plan for District approval. As part of the college's planning model, the Committee's role will continue to

- Assess the effective use of physical resources and, when requested, provide recommendations to college constituent groups
- Provide recommendations to the College Council and Budget Committee on facilities plans and needs
- Ensure facility planning is participatory and comprehensive
- Assure integration of facility planning in the District-wide planning process
- Recommend facility-related priorities within the District

The Committee will report to the college Vice President of Administrative Services.

By-Laws

ARTICLE I

MEMBERSHIP: The Committee will consist of (9) voting members. Representation will be as follows:

Administration/Supervisory

- Vice President of Administrative Services (ex officio)
- Director of Physical Plant (Chair)
- One (1) Instructional Dean
- One (1) Representative from Information Systems & Technology Support
- One (1) Representative from Student Services (Administrative, Classified or Faculty)

Faculty

- One (1) Representative appointed by the Academic Senate
- One (1) At-large representative

Staff

- Two (2) Representatives from Physical Plant
 - One (1) Representative appointed by CSEA

Physical Plant Staff Secretary (non-voting) will record the notes of the meetings and disseminate agendas.

NON-VOTING MEMBERSHIP: Any Shasta College staff, faculty, or student may attend meetings.

OFFICERS: The Director of Physical Plant will serve as Chair of the Committee.

QUORUM: A quorum is defined as four (4) voting members. A quorum must be present for official action to be taken. A simple majority vote constitutes approval.

ARTICLE II

APPOINTMENT TO THE FACILITIES PLANNING COMMITTEE: In spring of each academic year, the Chair will announce the membership vacancies to the appropriate constituency group for final selection and appointment.

Members will be appointed by their respective departments/Divisions to the Committee. The Academic Senate will be notified of faculty member appointments and the California State Employees Association (CSEA) will be notified of staff member appointments.

TERMS OF MEMBERSHIP: Term lengths will be three years except for administrative/supervisory members whose membership is contingent on their positions.

The multi-year terms will be staggered so all members do not change at one time. At the end of the three-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Facilities Planning Committee meeting in the fall.

There are no restrictions on the number of terms a member may serve on the Committee. Reappointment of a member may occur upon recommendation by the respective department/Division and consent of the Committee. Members wishing to resign their membership may do so with a written statement to the Committee. Vacancies may be filled at any time.

MEMBERSHIP RESPONSIBILITIES: Each voting member is responsible for and agrees to

- a. Represent all constituents within the assigned area of representation and bring any issues from that area to Facilities Planning Committee meetings.
- b. Report Facilities Planning Committee business back to the assigned area or, in the case of at-large representatives, make reasonable effort to keep their constituencies apprised.
- c. Vote on behalf of the assigned area or constituency.
- d. Attend regularly scheduled Facilities Planning Committee meetings. Any member unable to attend a meeting should notify the Chair and, whenever feasible, appoint an alternate to attend on the member's behalf. Members are responsible for apprising their alternate with current Facilities Planning Committee information. The alternate representative will have the right to take part in discussions.

CHAIR RESPONSIBILITIES: In addition to chairing the Committee meetings, the Chair is also responsible for:

- a. Preparing the agendas
- b. Ensuring the conduct of the Facilities Planning Committee business is communicated to the college community in a timely manner.
- c. Responding to requests for information from the College Council or Budget Committee and, when appropriate, bringing the request for information to the Committee.
- d. Announcing the membership vacancies to the appropriate constituency groups for appointment in spring of each year.

ARTICLE III

MEETINGS: 4-6 meetings will be held per semester. Meetings will be called by the Chair.

Meeting times will be established at the first meeting of the fall semester. Meetings will be scheduled at least once a month by the Chair. Facilities Planning Committee meetings will be open to any member of the college community.

AGENDA: Items for the agenda are to be submitted to the Facilities Planning Committee Chair no later than one week prior to the scheduled meeting.

Agendas and other material relevant to an item on the agenda will be distributed to Committee members and made available to the campus community at least 72 hours prior to the scheduled meeting. Meeting Notes will be published in a timely manner and posted on the Facilities Planning Committee website.

ACTION ITEMS: Action items will be presented to the Committee twice whenever possible; once for information and discussion, the second time for further discussion and action. When an agenda item is presented for action, the committee will attempt to reach general agreement about a course of action. If agreement is not possible, the committee will decide by taking a vote. A formal motion will require a simple majority of quorum to pass. Meeting Notes will reflect any action taken on a formal motion.

AD HOC COMMITTEES: The Committee may recommend the formation of ad hoc committees to address issues of particular concern. Once the issue has been addressed and a recommendation has been presented to the Committee, the ad hoc committee will be disbanded. All ad hoc committee recommendations will be presented to a quorum of the Committee.

ARTICLE IV

PLANNING PRINCIPLES: These principles, congruent with the EMP and the Strategic Plan, will guide the Committee to set priorities, assess campus needs, and adjust to changes in technologies, teaching methodologies, student populations, and fluctuations in resource availability.

- Instructional program
- Maximize functional and eliminate non-functional space
- Improve efficiency/utilization of facilities
- Right-size the facilities to address District needs
- Enhance the campus environment
- Sustainability

Guided by these principles and priorities of safety, maintenance, and efficiency, and applying factors of capacity, condition, adequacy, and cost efficiency, the Committee will

1. Keep student welfare and success foremost.
2. Assure that recommendations are evidence-based (data-driven, realistic, and feasible).
3. Support a facilities planning approach that is transparent, timely and objective.
4. Promote participation by all members of the campus community.

ARTICLE V

BYLAWS: Bylaws will be evaluated as determined necessary by the Committee or upon recommendation by the Vice President of Administrative Services.

- A two-thirds majority of the voting membership may amend a bylaw.
- A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.

EVALUATION: In May of each year, the Committee will submit a report of its activities to the Vice President of Administrative Services.

Approved: December 14, 2016