Thank you for serving on the Facilities Planning Committee.

Mission
The Facilities Planning Committee will review and/or develop recommendations for new and renovated facilities and infrastructure to improve the quality of the teaching and learning environment that supports student learning outcomes. The Facilities Planning Committee is advisory to the College President regarding facilities planning issues at all college venues, including owned and leased off-campus facilities.

Scope
- Oversee college facilities planning
- Review college facilities master plan and educational master plan for consistency
- Recommend new facilities projects
- Review and make recommendations on the college’s deferred maintenance program.
- Review college facilities use policies and procedures
- Assist in the development of facilities maintenance standards and quality control for all college facilities
- Review projects and make recommendation on priorities for bond funded facilities

2011-12 Planning Agenda
The Facilities Planning Committee supports the District’s mission through the broad solicitation of facilities project requests from constituents across the District, including planning committees. In addition, this Committee reviews and prioritizes funding requests for facilities projects for further consideration and prioritization by the Budget Planning Committee.

During the 2011-12 year, the committee will initially focus on creating a comprehensive list of near term facility projects for consideration for Measure Q funding and a broad set of funding priorities for same. Then, the committee will accept, age, and prioritize facilities project requests from all funding sources from planning committees and will forward the aged and prioritized list to the Budget Planning Committee for its consideration. The committee will review the results of its actions from the prior year to “close the loop” on its activities. The committee will maintain an active web site with meeting notes, attachments, etc.

Tweaks for 2011-12 Process
- Initially, the President has charged the FPC with developing a comprehensive list of all potential Measure Q local bond fund projects for review and consideration. Also, the FPC is asked to develop a set of funding priorities.
As the FPC moves from this special project back to its regular work, it will be important to develop a simple, high level prioritized summary of capital projects.

Need to hear back from Budget Planning Committee as to the outcome of FPC’s recommendations.

Update the prioritization lists and consideration of future funding sources for both capital and deferred maintenance projects.

Perform an annual self evaluation of the effectiveness of the committee’s recommendations in the context of achieving the strategic planning goals and supporting the college’s mission and vision.

Planning Principles
The FPC embraces the following planning principles:

- The planning process will be collaborative by operating within the collegial consultative structure and which ensures broad-based participation and by providing a means for stakeholder groups to be heard and to influence the plan.
- The process will build trust through effective communication, by providing a safe environment to identify and challenge assumptions and by supporting agreements on shared values.
- The process will be meaningful in that it will help the College to establish a vision of the future.
- The process will be data-driven, using qualitative and quantitative data, routinely reviewed as the plan is implemented, with the aim of continuous improvement.
- The process will have a clear cycle of activities, with a beginning and an end, and timed and structured to coordinate well with WASC/ACCJC accreditation requirements.
- The process will be as simple as possible while yielding a viable plan and integrating planning into permanent governing structures and college-wide meetings.
- The process, its language, its products, and the results of the plan will be communicated to all employees internally.

Decision Making Process and Basic Committee Ground Rules
The FPC will make decisions based on consensus in which decisions are a synthesis of everyone’s ideas and incorporating everyone’s best thinking. However, the committee is willing to move forward with a decision where there is general support among the majority members present.
Communication
The FPC is committed to a collaborative process with many opportunities for involvement for those within the College. Information and recommendations generated by the FPC will be shared with the Cabinet, various master planning committees, and the college community.

Membership
The FPC includes a cross sectional representation of employee groups as well as student representatives (if identified). The Committee is led by two Co-Chairs—Vice President of Administrative Services and a faculty member. Members include:

- VPAS: Co-Chair: Lee Lindsey
- Faculty: Co-Chair: Maggie White
- 1 Student appointed by ASCR: vacant
- 3 Classified staff selected by the CSEA President: Theresa Sisson, Ray Kingsbury, Mike Mendoza
- 4 Faculty-appointed by the Academic Senate: Dave Bazard, Greg Grantham, Bill Hole, vacant
- 1 Managers/Directors: Tim Flanagan
- 2 Deans: Anita Janis, Geisce Ly

Meetings
Meetings will be held at least once a month. The regular meeting schedule for the calendar year will be set at the first meeting in September but additional meetings will be set as necessary to ensure that planning work is completed according to the planning cycle timeline.

- For 2011-12: Scheduled meetings will be the fourth Monday of each month from 2:00 pm to 3:00 pm except as noted below, with other meetings scheduled as needed.
  - September 7, 2011
  - September 12, 2011
  - September 29, 2011
  - October 10, 2011
  - November 14, 2011
  - December 12, 2011
  - January 23, 2012
  - February 13, 2012
  - March 12, 2012

2011-2012 Meeting Dates and Tentative Agenda Items: For 2011-12 only - September special meetings will be held to develop a comprehensive list of potential Measure Q local bond fund projects. The regular meeting calendar is as follows:

- September, October: The September meeting agenda will to review the following items to determine if updates are needed. The October meeting agenda will be to finalize any updates to the items listed below:
  - FPC history, planning process, schedule, etc.
Results of last year’s Budget Planning Committee recommendations.
Facilities master plan and educational master plan for consistency.
Deferred maintenance program.
Facilities use policies and procedures.
Facilities maintenance standards and quality control.
Districtwide call for new facility project requests to consider for prioritization. Response deadline: First Friday of October.

- October: The October meeting will include these regular agenda items:
  - Approve any process changes as a result of reviewing the effectiveness of last year’s FPC processes.
  - Approve the complete list of facility projects to be prioritized this year.
- November, December: For these meetings, there will be one standing agenda item as follows:
  - Develop and approve a prioritized list of funding requests for facilities projects to be forwarded to the Budget Planning Committee.
- January: (May need additional meeting) Here are the agenda items:
  - Target date to forward prioritized funding initiative recommendations and memorandum from FPC to Budget Planning Committee?
- February: Here are the agenda items:
  - Mid-year update on facility projects in process with emphasis on projects recommended previously by FPC.
  - Annual self-evaluation of the effectiveness of the committee’s recommendations in the context of achieving the strategic planning goals and supporting the college’s mission and vision.