OFFICE OF THE PRESIDENT
SAN JOSE CITY COLLEGE

CHARGE TO THE FACILITIES PLANNING COMMITTEE

BACKGROUND: The Facilities Planning Committee has been established to ensure that an orderly process will be followed in the planning and construction of new facilities on the campus of San Jose City College as well as the remodeling, or modification of existing facilities. This Committee shall, upon receiving requests, carefully consider the positive and negative impact of the request and make recommendations to the College Planning Council for consideration and recommendation to the President for action as appropriate.

PHILOSOPHY: The Facilities Planning Committee will be broadly representative of the college community, including members of the administration, faculty, staff, and student body. The review and recommendation process will insure that all campus constituents have the opportunity to participate. Committee members are expected to represent general institutional interests rather than the interests of their discipline, division, or special interests. Members will work in an open and objective process toward consensus on recommendations to serve the best interest of the college.

RESPONSIBILITIES:

The Facilities Planning Committee is charged with the following responsibilities:

1. On a regular basis review and recommend priorities for campus maintenance projects.

2. Take appropriate action on requests for major modifications of existing campus facilities.

3. Make recommendations for the selection of architectural design firms when major construction/remodeling projects are to be undertaken.

4. Make recommendations on specific design features proposed by said architectural firms.

5. Make recommendations on the temporary relocation of campus
programs dictated by remodeling and/or construction projects.

6. Make recommendations concerning utilization of space by campus programs.

7. Review and make recommendations concerning the campus facilities master plan.

8. Review and make recommendations concerning campus safety and the campus safety plan.

Recommendations of the committee will be verified by vote, with a simple majority constituting a valid decision. The committee shall provide a written record of all meetings and decisions which will be available to any member of the college community at any time.

MEMBERSHIP: The Facilities Planning Committee will be composed of:

3 Faculty - Appointed by the Academic Senate

3 Classified - Appointed by the Classified Council

3 Administrators - Appointed by the College President

1 Student and 1 Alternate - Appointed by the Associated Student Council President

The District Plant, Planning Operations and Maintenance Director shall be a non-voting member of this Committee. A person responsible for the college-wide assignment of classrooms shall be available as resource.

The Chairperson will be elected by the committee.

GUIDING PRINCIPLES:

1. Meetings will be held on a monthly basis throughout the academic year.

2. Meetings are open to all members of the college community.

3. Recommendations will be given to the College Planning Council for consideration and recommendation to the President for action as appropriate.

4. The Committee will produce a written summary of each meeting which shall be kept on file.