BACKGROUND:
This committee has been established to ensure that facilities planning and safety are addressed in an orderly fashion by San Jose City College. 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. Members will work in an open and objective process toward consensus on recommendations to serve the best interest of the college.

PHILOSOPHY:
The Facilities and Safety Committee will be broadly representative of the college community, including members of the administration, faculty, staff, and the student body. The review and recommendation process will ensure 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.

CHARGE:
The Committee is charged with making recommendations, on a semester basis, to the College Planning Council for consideration by the President related to the following areas of concern:

1. On a yearly basis, review and recommend priorities concerning campus safety and the campus safety plan, including review and recommendation of revisions to the College Campus Safety and Emergency Preparedness Plan.

2. On a yearly basis, review the emergency preparedness level of the College and its relationship with other external agencies responsible for emergency preparedness, including reviewing college safety levels and necessary enhancements and audits.

3. On a semester basis, review the level of preparedness of the College for health emergencies and health-compromising situations.

4. Review and recommend priorities for campus maintenance projects.

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

6. Review and make recommendations concerning the campus facilities master plan.
MEMBERSHIP:
The committee membership will be such that all constituent groups are represented. In addition, key individuals with responsibility for campus safety will be included in the committee membership.

- 2 Faculty Members - Appointed by the Academic Senate
- 3 Classified Members - Appointed by the CSEA
- 2 Administrators - Appointed by the College President
- 3 Students - Appointed by the Associated Student Government
- College Safety Officer – Ex-Officio
- College Director of Health Services (Faculty & Voting Member)
- College Facilities Manager (or Campus designee) (Administrator & Voting Member)
- District Chief of Police (or designee) – Ex-Officio

The committee will elect a Chair and Vice-Chair who are current acting members of the Facilities Committee. Voting of Chair and Vice-Chair will occur at the end of every academic year.

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.

A quorum is defined as more than half of appointed members to the committee.

GUIDING PRINCIPLES:
1. Committee will meet the 2nd and 4th Monday of each month from 2:00 - 4:00pm in SC-204 during the fall and spring semesters of each academic year.
2. The Committee reserves the right to request that the constituent groups replace members who fail to attend three consecutive committee meetings with unexcused absences.
3. Meetings are open to all members of the college community.