

## BCC FACILITIES COMMITTEE - DRAFT

**Co-Chairs:** Administrators – (2)  
Faculty – (1)

**Membership:** Faculty – (6)  
Classified – (2 of 7 from the Business Office)  
Administration – (3)  
ASBCC – (2)

**Length of Term:** 2 years with option of renewing

**How Selected:** Appointed by respective shared-governance bodies

### **Purpose:**

The BCC Facilities Committee is a college-wide shared governance body responsible for making recommendations on facilities issues of campus-wide or of significant scope to ensure that BCC facilities are safe, maintained, and improved to meet the changing needs of staff and students.

To that end, the BCC Facilities Committee shall:

1. Recommend procedures and policies affecting BCC facilities;
2. Review and make recommendations concerning the campus Facilities Master Plan;
3. Integrate program review results / Educational Master Plan updates into the Facilities Master Plan annually;
4. Solicit from the BCC Community issues of concerns related to building repairs, scheduled maintenance, and 30-day projects;
5. Review and make recommendations to the District Facilities Committee concerning proposed building repairs, scheduled maintenance, and 30-day projects;
6. Establish subcommittees to assist with the planning for building renovations and remodels as needed;
7. Receive and review submissions and presentations for all proposed facility changes and/or proposed facility utilization, and considering requests for:
  - facilities allocation, but not to include classroom scheduling;
  - upgrades, renovations, or remodels of existing facilities;

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8. Assess the impact of facilities use and collaborate with the district on decisions that impact campus facilities.

Upon receiving requests, this committee shall carefully consider the positive and negative impact of the request and make recommendations to the College Roundtable for consideration, and recommendation to the President for action as appropriate. 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.

**Recommends to:** College Roundtable for Planning and Budgeting

**Frequency of Meetings:** Once per month on the 2<sup>nd</sup> Friday during the academic year.