



FACILITIES & HEALTH AND SAFETY COMMITTEE

TRI-CHAIR MODEL:

Shared leadership:

Rationale for Tri-Chair model to lead the work of the committee: Chairs would share and communicate the needs of the college to the district and the three senates. Facilities & Health and Safety Committee make recommendation to College Roundtable to change chair model from co- to tri-chair model to ensure efficiency and widespread sharing of information.

MAKE UP OF REPRESENTATION:

CO-CHAIRS:

- 1 Administrator
- 1 Administrator, Staff, or Faculty
- 1 Administrator, Staff, or Faculty

MEMBERSHIP:

- Faculty – Six Representatives
- Classified – Seven Representatives
(2 of 7 from the Business Office)
- Administration – Three Representatives
- Associated Students – Two Representatives

LENGTH OF TERM:

2 years with option of renewing

HOW SELECTED: Appointed by respective shared-governance bodies



CHARGE:

The BCC Facilities Committee is a college-wide participatory 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;
8. Assess the impact of facilities use and collaborate with the district on decisions that impact campus facilities.
9. Provide support to enhance Berkeley City College's safety practices;
10. Encourage employees to participate in the safety process for the betterment of all concerned;
11. Advise on the formulation and dissemination of policies, practices and procedures that promote health and safety;
12. Act as a problem solving group regarding the identification and control of hazards;
13. Help to resolve health and safety issues;
14. Assist College and District Administrators in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards;
15. Develop annual plans for in-service training and other staff and student development activities, which support a safe campus.



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 2nd Friday during the academic year.



BERKELEY CITY COLLEGE

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TRANSFORMING LIVES

