



**Facilities Planning Committee
Operating Agreement
Approved by College Council 02/02/2015**

Purpose – The Facilities Planning Committee (FPC) is a committee of the College Council responsible for the:

1. Review of, and recommendation of revisions to, the college Facilities Master Plan.
2. Review of, and making recommendations on, campus scheduled maintenance and all capital construction projects.
3. Review of updates and revisions to all capital construction projects, and providing recommendations on proposed capital construction changes to the College Council.
4. Review and recommending updates and/or changes to the campus landscape plan.
5. Review and recommending revisions to facilities usage policies.
6. Review, research, and providing recommendations on facility matters related to emergency planning, disaster preparedness, and safety
7. Any functions of the retired Bond Steering Committee that are not explicitly listed above.

Membership

Faculty – (8)

Academic Senate appointees

President, LACC Academic Senate (or designee)

Chair of the Department Chairs Caucus (or designee)

2 faculty appointed by the Academic Senate President

AFT 1521 Faculty Guild appointees

LACC Chapter President, AFT Local 1521 (or designee)

Work Environment Committee Chair

2 faculty members appointed by AFT Chapter President

Administrative Representatives (5)

Vice President of Administrative Services, or designee (co-Chair of Committee)

Vice President of Academic Affairs, or designee

Vice President of Student Services, or designee

Dean, appointed by Teamsters Local 911 Chapter Chair

Director of College Facilities, or designee

Staff Representatives (4)

1 member appointed by AFT 1521A

1 member appointed by the Building and Trades Council

1 member appointed by SEIU Local 99

1 member appointed by SEIU Local 721

Students (1)

1 ASG President, or designee

Resource Members (Non-Voting) – Attend as needed

Construction Project Manager (AECOM) (Monthly attendance required until bond program is completed)

General Foreman

Mission

Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational programs.



Operations Manager
Director of Informational Technology
Team Leader, Sherriff's Office

Alternates

Each constituency may appoint one alternate who can vote in the absence of the appropriate voting member. The constituencies represented are the Academic Senate, AFT 1521 Faculty Guild, Administration (unrepresented, appointed by the College President), Teamsters Local 911, AFT 1521A Classified Guild, Building and Trades Council, SEIU Local 99, SEIU Local 721 and Associated Student Government. Alternates are encouraged to attend meetings in order to remain informed on committee business.

Operating Procedures

I. Meetings

- a. Meeting day and time - 2nd Monday of the month from at 12:30 PM.
- b. Quorum - A quorum will consist of 50 percent plus one of the voting members.
- c. Alternate representatives – One alternate representative from each represented constituency may be appointed by the constituency groups. Alternate members may vote only in the absence of regular members.
- d. Open Meetings – Meetings are open to the public.
- e. Conduct of Meetings – The committee will use Roberts Rules of Order.
- f. Committee Co-Chairs – The committee shall be co-chaired by the Vice President of Administrative Services and the chair of the Work Environment Committee. If the Vice President of Administrative Services chooses a designee to serve on the committee, that designee shall be the co-chair.
- g. Minutes/Notes - The Vice President of Administrative Services will assign a secretary who will record meeting minutes. All minutes will be posted on the College web site using the standard committee report form. The secretary need not be a committee member.

II. Committee Co-Chairs

- a. The Facilities Planning Committee will have two co-chairs. The co-chairs are the Vice President of Administrative Services and the faculty chair of the Work Environment Committee.

III. Agenda Building

- a. Notification – The co-chairs notifies all members of the meetings and provides the proposed agenda no later than 72 hours prior to the scheduled meeting time. Supporting materials shall be provided to the committee members no later than 24 hours prior to the meeting time.
- b. Agenda order – The order of business shall be
- c. Approval of the agenda
- d. Approval of the minutes of previous meeting(s)
- e. Co-chairs' report
- f. Subcommittee reports, if any.
- g. Action items
- h. Noticed/discussion items (notice of action items to be submitted to College Council)
- i. Announcements
- j. Adjournment

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IV. Committee Decision Making and Recommendations

- a. Every effort will be made to reach consensus on proposed actions.
- b. Recommendations will be forwarded to the College Council for review and action.
- c. The co-chairs are responsible for submitting committee recommendations to the co-chairs of the College Council on the College Council Recommendation Form in a timely manner.

V. Communications

- a. Reporting to Constituents – Committee members are responsible for reporting out to their constituencies.
- b. Meeting Reports – The co-chairs are responsible for posting the agenda, committee reports and other committee documents to the committee website and for presenting committee reports to the College Council.

VI. Education and Strategic Master Plan Accountability

- a. At the beginning of the fall semester, the committee will receive Education and Strategic Master Plan (ESMP) measure updates for its assigned ESMP objective and/or strategy. The committee will review and analyze the data sets to identify possible college actions that could lead to improvement in the measure. The results of this review and analysis may include:
 - i. Reviewing of college performance on the assigned measure and make recommendations for revising the existing college standards or targets as needed.
 - ii. Identify areas of concern that warrant immediate attention for the college.
 - iii. Make recommendations through the college governance structure for actions to improve the measure.
 - iv. Refer specific programs to EPPIC for action as appropriate.
- b. In the beginning of the spring semester, the committee will receive EPPIC's Summary of Program Review results. As appropriate the committee will make recommendations through the college governance structure for actions to help the college meet its ESMP objectives.
- c. At the end of the spring semester, the committee will provide a status report on the committee actions as part of the annual committee assessment.

VII. Committee Assessment – The Annual Committee Assessment Report will be prepared by the co-chairs, discussed and approved by the Facilities Planning Committee, and posted on the Facilities Planning Committee website.

VIII. Subcommittees – The Facilities Planning Committee shall have the authority to create standing and ad hoc subcommittees, and task forces as needed. Ad hoc subcommittees and task forces shall dissolve upon completion of their assigned charge(s). Any ad hoc subcommittee can be made into a standing subcommittee by formal inclusion into the Facilities Planning Committee operating agreement.

IX. Plan Linkages - The Facilities Planning Committee will be responsible for making recommendations related to the following sections of the LACC 2014-2020 Education and Strategic Master Plan 2014-2020 and the current ACCJC accreditation standards:

- a. Education and Strategic Master Plan Linkages
 - i. 3.1: Improve institutional capacity for planning that leads to measureable actions.
 - ii. 4.2: Ensure campus facilities and technology support priorities of student learning and success.
- b. Accreditation Standards Linkages – Standard I.C.5, III.B, III.C, IV.A

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