

SCOPE OF WORK

Laney Facilities Planning Committee

2018-2019

(approved at College Council 10/17/18)

Charge & Committee Work: To assure effective utilization of college facilities that support educational programs and services, the facilities planning committee:

1. Recommends policies and develops procedures for submission of physical changes and/or utilization changes of facilities.

Examples

- Space Allocation Model
- Review Surveys Results such as: Health & Safety; facility adequacy; departmental needs.

2. Receives and reviews submissions and presentations for all proposed facility changes and/or utilization.

Examples

- 2015-16 examples: Garden/Portable moving, Facilities Master Plan development (Steinberg)
- Disseminates current information on District Projects and topics from the District Facilities Committee

3. Recommends priorities for both long-term and short-term facilities changes.

Examples

- Review Accreditation Standard IIIB document – on Physical Resources
- Identifies current facility issues with: ADA, Sustainability, Health & Safety, and Urgent Maintenance.
- Maintain and support priorities listed in the college Facilities Master Plan

4. Evaluates and documents assignment of facilities with respect to adequacy for programs. Discuss facility space allocation requests and make recommendations to the College Council and President. Reviews Project proposals for new buildings or renovations/remodels.

Examples

- Greathouse Sundial installation
- Assignment of part-time faculty office space for ECT/EET

5. Integrates program review results/Educational Master Plan updates into the College's Facility Master Plan.

Examples

- Facility Master Plan – Vet Process/Review Documents/Make Recommendations/Approved Final document
- Review Program Review/APU Documents - maintain list of proposed projects
- Reviews and makes recommendations on District short term projects list (30-day projects)

6. Monitor ongoing projects and communicates updates regarding campus facilities.

- Monitor and update the list of Facilities scheduled/deferred maintenance items (Laney Fix it list).
- In connection with PIO assembles facilities and project updates for ...

7. Develop and facilitate collaboration and communication between the Laney FPC and the District – e.g., DGS and DFC

- Review and recommend items for the 5 Year Construction Plan from District
- Participate in DFC participatory shared governance roles