

# **COLLEGE FACILITIES COMMITTEE (CFC)**

## ***By-Laws***

### **FUNCTION**

The Merritt College Facilities Committee (CFC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus facilities (including renovations, remodels, and use of Bond funds designated for facilities and the physical environment). The College President shall consult with the College Council on all major facilities issues before a decision is made by the College President.

### **CHARGE OF THE COMMITTEE**

1. To advise on the development of facilities planning processes and timelines.
2. To recommend funding priorities for Building Funds.
3. To receive and review facilities proposals from departments, program areas and/or the District Physical Plant Office.
4. To recommend representatives to serve on District facilities committees that impact Merritt facilities.
5. To routinely review and monitor campus compliance with ADA and 504 and make recommendations to ensure compliance.
6. To recommend procedures and policies affecting facilities and physical environment of the campus.
7. To review the State's Specialization Report and the Five year Master Plan for campus compliance and make recommendations to ensure compliance.
8. Establish Subcommittees to assist with the planning for building renovations and remodels. Ensure that (a) Facilities Subcommittees include faculty, staff, student and administrative representatives from the areas impacted by renovations and remodels, and (b) the Subcommittee Chair/Co-chairs are consulted on all major issues impacting the renovation or remodel of the facility/project under the purview of said Subcommittee.
9. Sponsor facilities orientation workshops for the College community.

### **MEMBERSHIP**

1. One (1) member of the Merritt College Administration selected by the President.
2. Three (3) faculty representatives appointed by the Merritt College Academic Senate. The term of office will be two years. Starting in the 2005-06 academic year, one (1) faculty member will be appointed on the odd year and two will be appointed on even year. Reappointments are allowed.
3. Two (2) student representatives appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
4. Two (2) Classified Employees appointed by the Merritt College Classified Senate/ with representation from at least two of the following: Local 790/ Local 39/ Classified Confidential employees. The term of office will be two years/ with one classified representative chosen each year. Reappointments are allowed.

5. Campus ADA Coordinator (designated by the College President)
6. Chairs of the various Facilities Subcommittees (ex-officio; non-voting)
7. The College President/ Vice President of Student Services/ Vice President of Instruction/ Merritt governance committee chairs/co-chairs (i.e./CDCPD/ CIC/ Budget Committee and Technology Committee) and District Director of Physical Plant will be ex-officio/ non-voting members. (Note: Vice Presidents of Student Services and Instruction will be ex-officio UNLESS either is appointed as a voting member pursuant to #1 under “Membership”.)

## **APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSONS**

1. During March of each year, the CFC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those vacancies and forward them to the CFC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the CFC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CFC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The CFC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the CFC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the CFC.

## **CO-CHAIRPERSONS**

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local and District issues impacting Merritt facilities
6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Facilities Subcommittees (must be approved by the CFC)
8. Serve as a resource for departments in the facilities process
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

## **PROCEDURES**

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CFC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CFC to conduct business. All actions by the CFC shall require a simple majority.
3. The CFC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
  - CFC Members
  - College President, Vice Presidents and Deans
  - Merritt Academic Senate President
  - Merritt Classified Senate President
  - ASMC President
  - Merritt Library
  - Merritt Website (posted)
  - Other campus communication systems
5. Individuals with business before the CFC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
6. When considering a proposal, the CFC may vote to approve, to disapprove, to refer to another College committee/department/ office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each CFC meeting, one of the CFC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
8. CFC recommendations adopted by the College Council will be forwarded to the College President for action. Any concerns or observations made by the College President to the College Council about the CFC report will be forwarded to the CFC in an attempt to address those concerns.
9. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

## **AMENDMENTS**

Amendments to these by-laws may be proposed by any member of the CFC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

*\*Drafted by Shared Governance and Facilities Committee Co-chair 2/26/04*

*\*Reviewed and edited by College Council 3/17/04*

*\*Reviewed by Facilities Committee May, 2004*

*\*Reviewed by Shared Governance Committee 6/16/04*

*\*Reviewed and endorsed by Classified Senate 8/2/04*

*\*Reviewed by Shared Governance Committee 8/4/04*

*\*Reviewed and endorsed by Academic Senate 9/2/04*

*\*Reviewed and endorsed by ASMC 9/3/04*

*\*Reviewed by Shared Governance Committee 9/8/04*

***\*Approved by College Council 9/15/04***