

# Facilities & Environmental Impact Committee Charter

Last Revised: 4/4/2022



<b>Name:</b>	Facilities and Environmental Impact Committee				
<b>Purpose:</b>	The Facilities and Environmental Impact Committee reviews, monitors, drafts estimates, recommending policies and procedures, builds scopes of work, and vets all projects that affect college facilities and grounds to ensure alignment with the college’s strategic plan. FEIC provides all project outcomes to Planning & Budget Council for approval of funding in the upcoming fiscal year budget or emergency expenditures budget.				
<b>Sponsor:</b>	CFO				
<b>Chair:</b>	Director of Physical Plant				
<b>Recorder:</b>	Elected from membership				
<b>Membership:</b>	<b>Members</b> (By Title or Constituency)	<b>Member Type</b> (Permanent, Representative, or At-large)	<b>Division/ Department</b>	<b>Voting (Y or N)</b>	<b>Other Notes</b>
	(S) Director of Physical Plant	Permanent	Facilities	N	Tie only
	(A) CFO	Permanent	Finance	N	Tie only
	(S) Director of Purchasing	Permanent	Purchasing	N	Tie only
	(F) Dean SoTaps	Permanent	SoTaps	Y	
	(F) Dean SoFahSS	Permanent	SoFAHSS	Y	
	(F) Dean SoSMAH	Permanent	SoSMAH	Y	
	(S) IT Services	Mgmt Rep	Information Technology Services	Y	
	(S) Public Safety	Mgmt Rep	Police & Public Safety	Y	
	(S) Disability Services	Representative	Disability Services	Y	
	(S) Dean of Admissions and Financial Aid	Permanent	Admissions & Financial Aid	Y	
	(S) Dean of Student Affairs	Permanent	Student Affairs	Y	

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	(S) Dean of Library	Permanent	Library	Y	
	3 Faculty	Varies	1 from each school	Y	
<b>Membership Totals:</b>	12, Voting (6 Faculty, 6 Staff, 3 Non-Voting and 3 Tie breaking voter)				
<b>Resources:</b>	Strategic Plan, Academic Master Plan, Facilities Master Plan, Information Technology Master Plan, Board and College Policy				
<b>Meeting Schedule:</b>	2 <sup>nd</sup> Wednesday of each month at 3pm Tom Steves Conference room and or via Teams				
<b>Duties: (Reviewed Annually)</b>	<ol style="list-style-type: none"> <li>1. Facilitate communication among the various campus constituencies with regard to Facilities use.</li> <li>2. Monitor key performance indicators relative space utilization and satisfaction with facilities services, safety, and appearance.</li> </ol>				
	<ol style="list-style-type: none"> <li>3. Review campus rules and regulations affecting access to and use of the campus facilities by staff, administration, students, and the community.</li> <li>4. Ensure compliance with existing policies and practices.</li> <li>5. FEIC will review, monitor, draft estimates, build scopes of work, and vet all projects that affect college facilities and grounds to ensure alignment with the college's strategic plan to fulfill its stated mission. The committee will also review and make recommendations concerning space utilization.</li> <li>6. Review, draft and recommend emergency policies where campus facilities are concerned.</li> <li>7. Promote health and safety among college constituents and recommend activities to the offices charged with ensuring the health and safety of students, employees or other users of the College.</li> <li>8. Review the College's comprehensive health and safety plan.</li> <li>9. Review, evaluate, and update Utilities Management, OSHA, UAPTC Facilities Master Plan, and Energy Plan.</li> </ol>				
<b>HLC Alignment:</b>	Criterion 3 & 5				
<b>Boundaries:</b>	<ul style="list-style-type: none"> <li>• The Chancellor is the final authority for matters involving the strategic plan and budget.</li> <li>• The Chancellor reserves final decision-making authority for operational matters.</li> <li>• Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations.</li> <li>• Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures.</li> </ul>				

**Operating  
Guidelines:**

**General Guidelines**

1. Annually review charter.
2. Annually staff and train members on effective and efficient meeting practices using quality tools.
3. Annually select recorder.
4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members.
5. Receive and review reports on a monthly basis. Provide feedback to each committee.
6. Submit approved and vetted projects to the Planning and Budget Council for approval and funding.
7. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.

**Committee/Council Business**

1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM.

3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting.
4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting.
5. All action items must be completed in a timely manner, preferably by the established deadline.

**Meetings**

1. Regular Meetings— Meetings will occur once per month.
2. Special Meetings—As needed and defined/called by the chair.
3. The first meeting of the academic year will be dedicated to orienting members.
4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting.
  - It is the responsibility of the group members to notify the committee chair when he/she will not be able to attend a scheduled meeting.
  - If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor or constituency about the absences and will submit a request for a replacement to the supervisor or constituency.
  - If a member is unable to attend, s/he may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities, but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year.
5. Meetings will be open to all represented persons, although privileges may be limited.
6. Begin and end meetings on time: use cell phones as universal time
7. Quorum will be 50% plus one of the total current memberships.
8. The group will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order. The chair may appoint a parliamentarian to assist the chair.
9. Decisions will be made based on a majority vote of those present.

**Member Conduct/Ground Rules**

1. Come prepared; Read all materials prior to meeting.

	<p>2. The meeting environment is a safe zone; there is no rank in the room.</p>
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	<ol style="list-style-type: none"> <li>3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.</li> <li>4. One speaker at a time.</li> <li>5. Agree only if it makes sense to do so.</li> <li>6. Support decisions made on consensus.</li> <li>7. Keep comments on target with topics/tasks at hand.</li> <li>8. Be respectful of one another.</li> <li>9. All ringers on cell phones/electronic devices should be turned off or set on vibrate.</li> </ol> <p><b><u>Annual Evaluation Process</u></b></p> <ol style="list-style-type: none"> <li>A. Past Year’s Accomplishments of Goals</li> <li>B. Committee/Council Self-Evaluation</li> </ol>
<b>Subcommittees:</b>	None
<b>Versions:</b>	<ul style="list-style-type: none"> <li>• Charter Drafted: Spring 2018</li> <li>• Charter Adopted: March 30, 2018 □      Revised: February 6, 2023 □</li> </ul>

