



Presentation/Proposal Form

[Add Title Here]

Name: _____

Date: _____

Department: _____

Contact Information: _____

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5. OPERATIONAL IMPACT

6. STUDENT IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED

G-6-8.14 Facilities Advisory Committee

CHARGE: The primary purpose of the Facilities Advisory Committee (FAC) is to provide advice on college facilities issues by reviewing and recommending in areas of planning, budgeting, purchasing, maintaining, renovating and constructing of College buildings and grounds, in matters of new campus construction, existing facilities renovation and use, and in other College facilities support areas. The Committee will establish and update priority lists as they relate to the above. Recommendations from the FAC will be provided to the vice president for administration, and submitted by the vice president for administration to present to the president and/or Board for approval when appropriate. In addition to the Committee recommending funding in maintenance and renovations, it is anticipated that the FAC ~~will~~ **may** utilize a task force structure for specific facilities-related topics.

Formatted: Strikethrough, Highlight

Formatted: Highlight

Membership, Voting Status and Terms

Administrator (2)	Appointed by the President	Voting	Two years
Faculty (2)*	Elected by the Faculty Forum	Voting	Two years
Classified Staff (2)*	Selected by CACOCC President or designee	Voting	Two years
Students (2)	Appointed by ASCOCC	Voting	As available (one term min and up to two years)
Director of Campus Services	Automatic	Non-Voting	Standing
Vice President for Administration	Automatic	Voting	Standing

*Appointment years are staggered

Chair Election: Chair to be elected annually by the committee.


CENTRAL OREGON COMMUNITY COLLEGE
Facilities Advisory Committee
Meeting - NOTES

IS.1 – Expand and refine data, research and assessment systems and infrastructure to support student success.

IS.6 – Further develop and enhance facilities and infrastructure to ensure institutional quality, viability and environmental sustainability.





IS.8 – Expand access throughout the district with long-term strategies for educational services in underserved geographic areas.

Date:	April 17, 2019		Chair:	Tim Peterson	
Time:	11:00am-12:00pm		Chair Elect:		
Place:	BEC Board Room		Notes:	Jennifer Peters	
Attendees:	Tim Peterson	Yes	Matt McCoy	Yes	Guests:
	Karl Baldessari	Yes	Joe Viola	Yes	
	Aaron Boone	Yes	Tracy Crockett	Yes	
	Denise Hatch	Yes	<i>Student (vacant)</i>		
	Nancy Jumper	Yes	<i>Student (vacant)</i>		
			Support:		
			Jennifer Peters	Yes	

Agenda Item	Discussion	Decision/Action	DRP <i>Designated Responsible Person(s)</i>
Call to Order/Welcome <ul style="list-style-type: none"> Welcome 4.01.19 FAC Meeting Notes 	<ul style="list-style-type: none"> Tim called the meeting to order at 11:00am No changes to the 4.01.19 FAC meeting notes 		Tim Peterson
Discuss FAC Work Charge <ul style="list-style-type: none"> Modify FAC Charge language Finalize process, result notification, etc 	<ul style="list-style-type: none"> Minor wording changes were made to the last line of the FAC charge ".....the FAC will may utilize a task force structure....." <div style="text-align: center;">  <p>FAC charter 4.17.19 Edits.pdf</p> </div> <p>SEE:</p>		Tim Peterson
Review FAC Proposal List	<ul style="list-style-type: none"> The committee confirmed final review/status of the 2018 FAC proposals Tim asked the committee to send any feedback to him within one week The final matrix will be posted to the FAC website and Bobcat Community Tim will contact the requestors with the committee's final recommendation 		All

<p>Review Maintenance Project (ISC) List</p>	<ul style="list-style-type: none"> • Joe reviewed the Pending Maintenance Projects list • He will distribute the list to the committee, asking them to prioritize them from 1-3 as to their impact on facility use (1=high and 3=low) • Prioritized lists are to be returned to Jennifer who will forward them to Joe 		<p>Joe Viola</p>
<p>Next Steps</p> <ul style="list-style-type: none"> • Elect new incoming chair • New members for 2019-20 	<ul style="list-style-type: none"> • Tracey Crockett nominated Denise Hatch as the chair of the Facilities Advisory Committee for the 2019-20 year. Matt McCoy seconded the motion. Motion passed unanimously. • Tim will email the various group heads (Administrator, Faculty, Classified, Students) and ask for new membership recommendations. 		<p>Tim Peterson</p>
<p>Next Meeting: Fall 2019</p>			<p>All</p>

CENTRAL OREGON COMMUNITY COLLEGE
Facilities Advisory Committee
Meeting Agenda

Date:	October 1, 2019	Chair:	Denise Hatch		
Time:	11:00am-12:00pm	Chair Elect:			
Place:	BEC Board Room	Notes:	Jennifer Peters		
Attendees:	Karl Baldessari		Tony Russell		Guests:
	Nancy Blair-Madison		Jeffrey (JD) Strang		
	Aaron Boone		Joe Viola		
	Denise Hatch		<i>Student (vacant)</i>		
	Matt McCoy		<i>Student (vacant)</i>		
			Support:		
		Jennifer Peters			
Agenda Item		Discussion		Decision/Action	DRP <i>Designated Responsible Person(s)</i>
Call to Order/Welcome (10 minutes) <ul style="list-style-type: none"> Welcome/Introductions 4.17.19 FAC Meeting Notes FAC Charge 		 4.17.19 FAC Mtg Notes-DRAFT.pdf  FAC charter 4.17.19 Edits.pdf SEE: 4.17.19 FAC Mtg Notes-DRAFT.pdf			Denise
FAC Proposals/Updates (45 minutes) <ul style="list-style-type: none"> Review all past proposals to the committee Committee process of review and approval Status of past projects Current projects in progress 		 FAC 2018-19 Facilities Requests  FAC 2016 to 2019 Facilities Requests SEE: FAC 2018-19 Facilities Requests			Denise/ Matt
Next Steps (5 minutes) <ul style="list-style-type: none"> 					All
Next Meeting: TBD					All

CENTRAL OREGON COMMUNITY COLLEGE
Facilities Advisory Committee
Meeting NOTES

Date:	October 1, 2019		Chair:	Denise Hatch	
Time:	11:00am-12:00pm		Chair Elect:		
Place:	BEC Board Room		Notes:	Jennifer Peters	
Attendees:	Karl Baldessari	Yes	Tony Russell	Yes	Guests:
	Nancy Blair-Madison	Yes	Jeffrey (JD) Strang	Yes	
	Aaron Boone	Yes	Joe Viola	No	
	Denise Hatch	Yes	<i>Student (vacant)</i>		
	Matt McCoy	Yes	<i>Student (vacant)</i>		
			Support:		
			Jennifer Peters	Yes	
Agenda Item		Discussion		Decision/Action	DRP <i>Designated Responsible Person(s)</i>
Call to Order/Welcome <ul style="list-style-type: none"> Welcome/Introductions 4.17.19 FAC Meeting Notes FAC Charge 		<ul style="list-style-type: none"> Meeting was called to order at 11:00am No changes to the 4.17.19 meeting notes The FAC charge was reviewed with recommendation of the slight word change to the last sentence (change "will" to "may") <ul style="list-style-type: none"> ✓ The change will need to go through College Affairs as a consent agenda item – does not require a 1st and 2nd reading 			Denise
FAC Proposals/Updates <ul style="list-style-type: none"> Review all past proposals to the committee Committee process of review and approval Status of past projects Current projects in progress 		<ul style="list-style-type: none"> The process for prioritizing Facilities Requests was reviewed Past proposals and the status of those projects was reviewed Currently soliciting Facilities Modification Requests, via Bobcat Community, with a due date of December 1 			Denise/ Matt
Next Steps <ul style="list-style-type: none"> 					All
Next Meeting: TBD					All