

Facilities Steering Committee Orientation Packet

Welcome to Facilities Steering Committee!

The Facilities Steering Committee was established in 2002 in response to the 2002 Facilities Bond Measure that was approved by voters on November 5, 2002. The first meeting occurred on March 31, 2003.

Purpose Statement: To provide program planning input, review and make recommendations for the Facilities plans, and disseminate information to constituents represented by the members.

This document was assembled to provide you with supporting information you can use as a member of the Facilities Steering Committee (FSC). The Facilities Steering Committee is one of six collegial consultation committees set forth in Administrative Procedure (AP) 2510, Collegial Consultation. AP 2510 describes the organization and process that supports Board Policy (BP) 2510, Participation in Local Decision Making. BP 2510 states that “[e]ach of the following shall participate as required by law in the decision-making processes of the District”:

- Academic Senate
- Staff
- Students

The purpose of the Facilities Steering Committee is presented in Administrative Procedure 2510 (V. Collegial Consultation Groups, p. 4):

“Collegial consultation groups are created to make recommendations to the Superintendent/President or to decide issues within their purview.”

“The Facilities Steering Committee reviews and makes recommendations for the facilities plans.”

The entire decision-making process is described in a collegially-developed document, *Making Decisions at El Camino College*. This document includes guidelines for effective committee operations and decision-making.

The Facilities Steering Committee meets on the first Monday of the month, or as needed during the academic year. Typical meetings consist of a monthly Facilities Master Plan Report; Facilities Planning Educational Presentations; and review of facilities plans.

Agendas and minutes from the Facilities Steering Committee are published on the El Camino College website via a link on the Campus Committees webpage (<http://www.elcamino.edu/administration/campus-committees/facilities-steering-committee/index.asp>). Current membership, committee purpose and goals, and other information about the Facilities Steering Committee and other collegial consultation committees are also posted in this area.

Board Policies and Administration Procedures

[Board Policy \(BP\) 2510 – Participation in Local Decision Making](#)

[Administrative Procedure \(AP\) 2510 – Collegial Consultation](#)

[El Camino College Board Policies and Administrative Procedures](#)

General Information on Collegial Consultation

[Participating Effectively in District and College Governance](#)

[Scenarios to Illustrate Effective Participation](#)

[Making Decisions at El Camino College](#)

Long-Range Plans

[District Mission and Strategic Plan 2015-2020](#)

[Comprehensive Master Plan 2017-2022](#)

The Facilities Master Plan Update 2017 is located in the Comprehensive Master Plan 2017-2022 in Section 2.

Integrated Planning Resources

[Integrated Planning: The Educational Master Plan and Facilities Master Plan Connection](#)

[Planning Model](#)

Facilities Steering Committee Meeting Presentations posted [here](#).

Annual Committee Goals

At the beginning of each academic year, the FSC develops a set of goals to achieve in the coming year. Current goals are provided below and are included on the agenda template for each meeting. Members annually participate in a self-evaluation of the FSC and its goals.

Goal setting typically involves a two-meeting process starting with the chair asking members for goal ideas to achieve in the coming year. Members then gather feedback on goals from their constituents (i.e., members of the college community which they represent), and bring ideas back to a second meeting, when all goal ideas are reviewed and discussed. Based on feedback, the committee chair finalizes the final goals by the next meeting. These goals are evaluated either at the end of the current year or beginning of the following year, depending on preference.

2016-2017 FSC Goals

1. Strengthen the Facilities Steering Committee's understanding of facilities planning topics, and share information with constituent groups.
2. Set standards and expectations for new building projects before being presented to user groups for input.
3. Develop a process to understand and communicate with constituent groups the Facilities Master Plan implementation updates.

FSC Goal/Survey timeline:

1. Committee Self-Evaluation Survey conducted: September
2. Develop Goals for the year: October

Facilities Steering Committee Membership

Chair: Dr. Dena P. Maloney, Superintendent/President

Note taker: Susan Pickens

Representation	Name
Academic Senate Representative	Striepe, Claudia
Administrator Representative	Garten, Ann
Associated Students Representative	Dalili, Eman
Chair	Maloney, Dena
Confidential Representative	Pickens, Susan
ECCE Representative	Smith, Luukia
ECCFT Representative	Simon, Angela
Management/Academic Representative	Natividad, Rory
Management/Academic Representative (Alternate)	Price, Berkeley
Management/Administrative Services Representative	Bonura, Rocky
Management/Facilities Representative	Brown, Tom
Police Officers Association Representative	Solorzano, Erika
Vice President Representative	Higdon, Jo Ann
Vice President Representative	Nishime, Jeanie
Vice President Representative	Shankweiler, Jean