Master Facility Planning Process

A Master Facility Planning Committee, under the direction of the Director of Facilities, provides input and guidance, as well as providing a link with the Board of Trustees. The Master Facility Plan Committee consists of representatives from the faculty, representatives from the three unions, classified staff, Deans, President, Director of Facility, Vice President of Administrative Services, and a student representative.

The Master Plan was prepared to incorporate the considerable amount of physical changes requested at the College’s main campus and at the Education Centers. The plan is a validation of the proposed location and character of current projects, and modifications to the long-term components.

The planning process included the following steps:

- **Established Committee Membership:** The Institutional Planning Committee determined that the membership of the Master Facility Planning team would consist of representatives from classified staff, a representative from Education Centers, and further identified specific members to include, President, Director of Facilities, Capital Projects Facilitator, Vice President of Administrative Services and a student representative.

- **Kick-off Meeting:** The initial meeting of the committee was held February 25, 2002, at which time the committee determined the scope of work and schedule, identified the current character and issues affecting each campus, and discussed future facility and program issues.

- **Survey of Need:** The committee developed and distributed a Master Facility Development Request survey to determine facility needs, however large or small in scale. The results of this survey are presented in the Facility and Staff Survey Summary section.

The annual Planning Process:

- **Review of Plan and Development Process:** Master planning issues and opportunities, and the plan implementation decision-making process, to be reviewed. Determine how the College will use the plan in establishing infrastructure and facility improvement priorities. Identify future projects.

- **Capital Improvement Program:** A capital improvement program to be developed to assist with the implementation of probable construction costs, and implementation time frame (short-term versus long-term). A master plan administration process to be developed to help guide the College in the implementation of the plan recommendations.

- **Public Forums:** Students, staff, administrators, and the public will be invited to public meetings at each campus to review and comment on the strengths and weaknesses of each site. This information will also be posted on the College’s web site.
- **Presentation of Updated Plan**: Presented at the January College Council meeting and at the Board of Trustees January planning session.