

# Charter for Facilities Council

Charter Last Updated  
March 2021

Original Charter  
October 2017

## Purpose:

The Umpqua Community College Facilities Council is an internal, multidisciplinary counsel dedicated to guiding Facilities in accordance with the vision, mission, core values and strategic plan of the college.

## Scope:

The scope of work for which the Council operates under is as follows:

- Develop and Review:
  - Facilities Master Plan
  - Facilities Five Year Plan
  - Annual Construction, Remodel and Renovation Plan
  - Strategic Energy Management Plan
  - Emergency Preparedness Plan (facilities)
- Formulate policies and/or procedures for:
  - Sustainable Practices, including energy management, waste management, and recycling.
  - Space assignment
  - Remodel/renovation of facilities
  - Facilities policies and procedures effectiveness review

This group is composed of:

Up to 12 members representing:

- Two Students
- Two Classified employees
- Two Faculty
- Two Administrators

Team of membership for this group:

The membership of this group will be reviewed based on a two year rotation.

## Operational Working Agreements

How often do we meet?	Monthly
How are meetings scheduled?	Standing meeting time, determined each term
How are items placed on the meeting agenda?	Agenda based on set format, submitted from, "old business" and recommendations brought forth by committee members
When should agendas and background information be available to members?	At a minimum of one day before scheduled meeting via email and/or intranet.
How are meetings facilitated?	By designated facilitator and group discussion
How are minutes kept?	Electronically / Intranet
How are minutes distributed?	Electronically / Email and/or Intranet
How are recommendations made?	By group consensus

## Current Membership

Member	Title	Representing
Jess Miller/Chair	Director of Facilities and Security	ADM-Facility Maintenance
Jules DeGiulio	Purchasing Agent	ADM-Finance
Clay Baumgartner	Engineering Instructor	FAC-Engineering
Kathy Frazer/Recorder	Administrative Assistant to Director of Facilities and Security	Active Recorder CLAS-Facilities
Jim Epley	Maintenance Technician	CLAS-Facilities
Cathy Chapman	Registration and Records	CLAS-Student Services
Lynne Smith	Community Ed.	CLAS-Community Ed.
TBD	ASUCC	STU
TBD	ASUCC	STU

