

# **Facilities Master Planning Committee Bylaws**

## **I. Mission and Purpose**

The Facilities Master Planning Committee provides leadership in the development, ongoing evaluation, and periodic update of the college's comprehensive Facilities Master Plan. In addition, the committee will review proposals for facilities and space allocation consistent with the Master Plan and in a manner that promotes the effective and efficient use of facilities space – both in the short term and long term. The committee will forward space allocation recommendations to the Executive Leadership Team. After approval by the Executive Leadership Team, the LCC Board of Trustees will approve the final version of the Facilities Master Plan.

Space allocation proposals will be evaluated using the following criteria:

- Alignment with the Strategic Plan, Facilities Master Plan, and other planning documents.
- Established unit priorities for instructional, programming, office, and meeting space.
- Proximity to existing programs and operations.
- Permanence (avoiding short-term moves where possible).
- Additional costs (remodels, infrastructure, furniture, etc).
- Impact on other programs (e.g., will another program be displaced or lose space under the proposal, etc).
- Access requirements under Americans with Disabilities Act.

## **II. Governance**

The Facilities Master Planning Committee reports to the Vice President of Administration.

## **III. Authority**

The Facilities Master Planning Committee provides leadership in the development, ongoing evaluation, and periodic update of the college's comprehensive Facilities Master Plan.

## **IV. Membership and Leadership**

The Facilities Master Planning Committee shall consist of:

President (standing member)  
Vice President of Administration, chair (standing member)  
Vice President of Instruction (standing member)  
Vice President of Student Services (standing member)  
Director of Campus Services (standing member)  
Classified Member (appointed annually)  
Faculty Member (appointed annually)

Depending on the identified scope of a project, an architect, Department of Enterprise Services project manager, building/department/division representatives, faculty representatives, ASLCC representatives and/or local community members may be

appointed to serve on the committee for a specific length of time or until the project is completed.

**V. Subcommittees**

The Facilities Master Planning Committee shall establish subcommittees as necessary.

**VI. Meetings**

The committee will meet as requested by the Vice President of Administration.

**VII. Operating Procedures**

Each member shall have one vote. Voting may be conducted in-person at the meeting or electronically.

**VIII. Relevant Accreditation Standards, Policies, and/or publications**

LCC Core Theme IV: Institutional Excellence – Condition of infrastructure.

[NWCCU 2.F.5, 2.G.3, 2.G.4, 3.A.1](#)

[SBCTC Policy Chapter 6](#)

**IX. Minutes**

N/A

**X. Process for Amendment of Bylaws**

These bylaws may be amended at any time by a majority vote of the membership and are subject to the approval by the Executive Leadership Team.

**XI. Effective Dates and Change Records**

Executive Leadership Team approval: May 16, 2018