

IMPERIAL VALLEY COLLEGE
Standing Rules of the Facilities & Environmental Health and Safety
Committee

Access to the Facilities & Environmental Health and Safety Committee is available to all members of all constituencies

MEETINGS

The Facilities & Environmental Health and Safety Committee will meet the fourth Thursday of the month, during campus hour. The Committee will meet at least once a month. A schedule of the meetings will be provided on the website.

AGENDA

1. The Facilities & Environmental Health and Safety Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the Chair and the Vice Chair of the Facilities & Environmental Health and Safety Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 4 members.
2. The slate of alternates will be selected and presented to the Facilities & Environmental Health and Safety Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.

TERMS OF OFFICE

1. The District's Safety Administrator shall serve as Committee Chair.
2. The Director of Maintenance and Operations shall serve as the vice chair.
In the absence of the Chair, the Vice Chair will conduct meetings of the Facilities & Environmental Health and Safety Committee.

PROCEDURES

Since the Board of Trustees has established the Facilities & Environmental Health and Safety Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The Facilities & Environmental Health and Safety Committee will allow for discussion and recommendations to be a shared process by representatives of all five constituent groups. In addition, visitors will be allowed to share their opinions, suggestions and ideas.
2. Copies of the minutes will be posted on the College website.
3. The views and opinions of the Facilities & Environmental Health and Safety Committee will be expressed in verbal and/or written form to the College Council.
4. The Facilities & Environmental Health and Safety Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College Council on any of the above.

REVIEW AND REVISION

These standing rules may be changed by a majority vote of the 10 Facilities & Environmental Health and Safety Committee members.

PURPOSE

Community Colleges play a leading role in education, policy development, information exchange, and community outreach. The District must also provide a safe learning and working environment for its students, faculty and staff. The Facilities & Environmental Health and Safety Committee recognizes the importance of these purposes and aims to lead by example. The committee will identify and recommend projects that move Imperial Valley College towards a safe, healthy and sustainable environment. The Facilities & Environmental Health and Safety Committee's purpose is to study the health, safety, physical appearance and sustainability of the entire campus and all buildings and to formulate policy and procedures for its safety, health operations, growth, cleanliness, beautification, development and environmental stewardship.

CHARGE

The Facilities & Environmental Health and Safety Committee will advocate for the health, safety, appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee also ensures that the District safety programs and procedures are in compliance with state and federal statutes and regulations. The committee members will solicit and contribute ways to improve the health, safety, appearance and environmental friendliness of the college. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses do so in a safe and healthy environment and maintain respect and pride for the buildings and grounds. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards an improved workplace health and safety, greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. The permanent members of the Facilities & Environmental Health and Safety Committee are:
 - One District's Safety Administrator (Committee Chair)
 - One Director of Maintenance and Operations (Committee Vice Chair)
 - One administrator appointed by the Administrative Council: and 1 alternate
 - Two faculty members appointed by Academic Senate: and 1 alternate
 - One classified member appointed by CSEA: and 1 alternate
 - One CMCA member appointed by CMCA: and 1 alternate
 - One Student Representative appointed by ASG: and 1 alternate
 - One Representative of DSP&S
 - One Representative of Allied Health Department
 - One Representative of Information Technology
 - One Representative of Public Relations
 - One Representative of Child, Family and Consumer Sciences
 - One Representative of Student Health
 - Two Representative of Parking Control & Campus Safety