

IMPERIAL VALLEY COLLEGE

Standing Rules of the Facilities & Environmental Improvement Committee

Access to the Facilities & Environmental Improvement Committee is available to all members of all constituencies

MEETINGS

At its first meeting of each academic year the Facilities & Environmental Improvement Committee will set a time and place to meet agreeable to its members. 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 Improvement 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 Improvement 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 Improvement 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 chair of the Facilities & Environmental Improvement Committee shall be elected for a two-year term by the Facilities & Environmental Improvement Committee and be a member of Facilities & Environmental Improvement Committee.
2. The vice chair of the Facilities & Environmental Improvement Committee shall be elected for a two-year term by the Facilities & Environmental Improvement Committee and be a member of Facilities & Environmental Improvement Committee. In the absence of the Chair, the Vice Chair will conduct meetings of the Facilities & Environmental Improvement Committee.
3. The Chair and Vice Chair may not succeed himself/herself, but the Vice Chair may be elected Chair and the Chair may be elected Vice Chair.
4. Should an individual who is finishing his/her term be elected as Chair or Vice Chair he/she shall serve the two years of the term of office.

PROCEDURES

Since the Board of Trustees has established the Facilities & Environmental Improvement 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 Improvement 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 Improvement Committee will be expressed in verbal and/or written form to the College Council.
4. The Facilities & Environmental Improvement 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 Improvement Committee members.

PURPOSE

Community Colleges play a leading role in education, policy development, information exchange, and community outreach in order to help create a sustainable future environment. The Facilities & Environmental Improvement Committee recognizes the importance of this and aims to lead by example. The committee will identify and recommend projects that move Imperial Valley College towards sustainability. The Facilities & Environmental Improvement Committee's purpose is to study the physical appearance and sustainability of the entire campus and all buildings and to offer suggestions and plans for its operations, growth, cleanliness, beautification, development and environmental stewardship.

CHARGE

The Facilities & Environmental Improvement Committee will advocate for the appearance and sustainability of the facilities and grounds of Imperial Valley College. The committee members will solicit and contribute ways to improve the appearance and environmental friendliness of the college's physical plant. 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 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 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 Improvement Committee are:
 - Two faculty members appointed by Academic Senate: and 1 alternate
 - Two classified members appointed by CSEA: and 1 alternate
 - Two administrators: appointed by the Administrative Council: and 1 alternate
 - Two members of the CMCA appointed by CMCA: and 1 alternate (One being the Director of Maintenance and Operations)

- Two students at large appointed by ASG: and 1 alternate
- ❖ Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years.
- ❖ Terms for student representatives shall be for one year.
- 3. A Chair and Vice-Chair will be elected by the members of the Facilities & Environmental Improvement Committee.
- 4. The Facilities & Environmental Improvement Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.