

**CHARTER FOR THE
FACILITIES AND LAND USE COMMITTEE
OF THE
PERALTA COMMUNITY COLLEGE DISTRICT**

APPROVED MISSION STATEMENT

The Facilities and Land Use Committee shall assist the Board of Trustees in fulfilling its oversight responsibility with respect to:

- district land use;
- facilities maintenance and construction;
- bond facilities planning and bond expenditures;
- the development of strategic facilities planning;
- the development and implementation of District environmental sustainability practices;
- construction and renovation contracting practices; and
- District health and safety issues relating to facilities as well as police services.

The Committee shall take all appropriate actions to insure that Peralta's colleges provide first-rate educational facilities and instructional equipment to the students and community members within our District, make the best use of all District resources for these purposes and operate in a responsible environmentally sustainable manner.

ROLES AND RESPONSIBILITIES

The Committee shall report to the full Board of Trustees on matters requiring its attention and recommend action based on the Committee's review and evaluation of the above enumerated areas of District operations.

The Committee shall:

- A. Insure the creation of a facilities master planning document that shall inform the allocation and distribution of bond funds and general revenue funds.
- B. Review and recommend a facilities master plan document prior to submittal to the full Board for approval.

- C. Review and evaluate major change orders for content and presentation methodology prior to submittal to the full Board for approval provided such review can be held in a timely manner.
- D. Review and evaluate all proposals for changes in District land use, including surplus, acquisition, relocation of facilities, and new construction.
- E. Review and evaluate all proposals for new District facilities, major renovations, remodeling, and upgrades prior to submittal to the full Board for approval.
- F. Review staff recommended approvals of project managers, architects, construction firms, energy and sustainability consultants, energy management companies, and major facilities vendors prior to submittal to the full Board for approval provided such review can be done in a timely manner.
- G. Develop board policies to enhance the environmental sustainability of District operations throughout the Peralta complex prior to submittal to the full Board for approval.
- H. Evaluate the implementation of District policies related to the environmental sustainability of District operations throughout the Peralta complex to insure compliance with said policies.
- I. Regularly meet for approximately two hours each month in a time and manner convenient to committee members and staff in the months September through July.
 - a. The Vice Chancellor for General Services will provide the staff support for the Committee.
 - b. All meetings will be posted and conducted in accordance with the Sunshine laws of the State of California and will be open to the public.
 - c. Additional meetings may be called, including closed sessions, when circumstances so dictate.
 - d. Minutes of each session shall be prepared, approved at the following meeting, and retained in accordance with District retention policy.
 - e. A majority of the Committee of three Trustees shall constitute a quorum for the transaction of business at any meeting thereof, and the act of a majority of the members of the Committee present at any meeting at which a quorum is present shall be the act of the Committee.