

**Vernon College  
Improvement Task Force  
Facilities Usage**

**Date:** September 19, 2012

**Members:** Garry David (Chair) John Hardin  
Joe Hite Gary Don Harkey  
John Mahoney Toni Bell  
Linda Haney Sharon Winn  
Carl Brinkley Michelle Wood

**Purpose:** To review current policies, procedures, practices, guidelines, forms, rate schedules, and timelines, and to make suggested additions, deletions, and changes to ensure the fair, effective, and efficient use of College facilities by students, employees, community members, non-profit, and for-profit entities.

**Specific Charge:**

- Review all current policies, procedure, practices, guidelines, forms, rates schedules, and timelines.
- Review policies, procedures, practices, guidelines, forms, rates, and timelines of similar Texas community colleges.
- Identify barriers in present policies to fairness, effectiveness, and efficient use of College facilities by students, employees, and community members.
- Develop additions, deletions, and changes to current policy to enhance fairness and effectiveness. Draft new policies, procedures, practices, guidelines, forms, rate schedules, and timelines clearly and concisely so they will be easily understood by employees, students, community members, non-profit, and for-profit entities.
- Submit a final draft of recommendations to the administrative council for review.
- Complete prior to December 7, 2012.

**Task Force Chairperson functions:**

- Initiate initial task force meeting and develop subsequent meeting review and meeting schedule
- Clearly articulate the purpose and specific charge to task force members
- Establish guidelines for meetings to ensure effectiveness
- Facilitate thorough review and discussion
- Ensure that notes or minutes are kept to assist the development of additions, deletions, and changes
- Ensure completion of draft revision and submission to administrative team