

## **Facilities Annual Committee Report**

Committee Name: Facilities Planning

Chairperson: Garry David

List of members : Vernon – Garry David, John Mahoney (Vernon Facilities Manager), Dr. Gary Don Harkey, John Hardin, III, Joe Hite, Dr. Karen Gragg, Michelle Wood, Joey Lama and Suzanne Butler. Absent were Shana Munson (sick), Tony Perez (ball game) Kim Bateman (out of town) and Jack Williams (?).

Wichita Falls – Garry David, Gary Hart (Wichita Falls Facilities Manager), Dr. Gary Don Harkey, John Hardin, III, Shana Munson, Greg Fowler, Joe Johnston, Michelle Wood and Ann Schultz. Absent were Mark Holcomb (sick), Ann Hunter (class), Scott McClure (class) and Kim Bateman (out of town).

Dates of meetings: February 23<sup>rd</sup> (Vernon) & 24<sup>th</sup> (WF)

Accomplishments: Before we started the discussions I reminded everyone that because of the current budget situation we needed to focus on needs vs. wants. I believe the committee did a very good job of that.

We first reviewed the Facilities Master Plan from last year line by line. The facilities managers reported on the progress of any items that had already been completed or were currently in progress. Remaining items were then discussed and ranked as to when the committee felt they need to be addressed i.e. – Current year, next year (2011-2012), 2 to 3 years out, beyond 3 years or, no longer needed. We then reviewed the Facilities portion of the 2011-2012 Annual Action Plan to insure all items were discussed and added to the Facilities Master Plan with appropriate ranking.

Recommendations: Updated Facilities Master Plan attached.

Based on our review of the Annual Action Plan we also make the following recommendations –

Instructional Services - Priority Initiative #1, Objective #9 regarding re-upholstering 9 chairs in the CCC library should be deleted. New chairs will be purchased when the new library facilities are completed in the renovation project.

Student Services – Priority Initiative #1, Objective #1 regarding brown bag lunch sessions for students should be moved to the Institutional Improvement section of the Annual Action Plan.

Priority Initiative #4, Objective #1 regarding identifying unused classroom space for use as a study hall for athletes should also be move to the Institutional Improvement section of the Annual Action Plan.

Membership suggestions: Linda Thomas (Sheppard)

Attachment of agendas and minutes (including attendance)

Submitted by: Garry David

Date submitted: September 20, 2011