

Facilities Use Council

Introduction: Principle Council Work

Council processes utilize the collective intelligence of the college community in planning and decision-making and involves joint effort and support in the decision-making process. This process fosters a shared confidence that is extended to all other areas of responsibility within the institution, e.g., divisions, departments, and programs.

The following elements foster dynamic and cooperative interaction and are necessary for effective council processes:

- **Integration:** As a complex institution comprised of several separate but interrelated units, each unit has distinct functional responsibilities and does its own part in enabling the College to achieve its mission and goals. However, these units depend on each other for the successful performance of their jobs and for the College to advance its mission. Frequently, decisions made by one individual, department, or division will influence the effectiveness of others. Consequently, effective council work should view the task of providing input as an integrative process where multiple stakeholders' perspectives of issues are taken into consideration before final input is given. A sense of community is cultivated when all constituents are collectively considered through openness and involvement.
- **Inclusiveness:** An effective council should recognize the legitimacy of the diverse perspectives of the various constituencies comprising the college community. Each perspective contributes to the collective wisdom. Members of the college community provide input so that all have a stake in the decisions and outcomes.
- **Open Communication:** An effective council will create and utilize a communication system that enables and promotes dialogue, understanding, joint investigation, and creative collaboration among and between members and related entities. The free, unimpeded flow of information throughout the college community is essential if councils are to operate effectively.
- **Impartiality:** Individuals and groups represented in council work and processes are treated in an equitable, just, respectful, and caring manner.
- **Efficiency and Effectiveness:** Priorities, purpose, advising, recommendations and input are examined and validated with an open system providing timelines and feedback to the authorizing authority of the council. These activities adhere to the Procedural Rules, Recommendations and Reports, per the Council Charter document from the President's office.

- Values: Input and recommendations from councils are consistent with the mission, vision, and values of the College and the campus community.
- Responsibility: Individuals on councils are expected to be truthful, respectful, and to come to meetings prepared, open-minded, critical and curious. While disagreement can be risky, inspecting critical assumptions with personal and contextual respect is a key aspect of demonstrating council member responsibility. No person should fear retaliation for expressing his or her views and opinions about issues or topics under council review and contemplation, as long as one is not attacking, defaming, or slandering another.

Kalamazoo Valley Community College is a public community college. Statute vests responsibility with the Board of Trustees to hold in trust and good custody the interests of the county, the state, and the citizenry. These are responsibilities for which the Board is accountable and which neither it nor the President, who is an agent of the Board, can delegate. Therefore, all decision-making must be in the form of recommendations to the President or the Board as appropriate. Nevertheless, as members of the college community, the Board and the President support the college council structure, process, and procedures so long as they do not result in recommendations contrary to statute, fundamental principles or mission, or the vital interests of the College or the larger community.

Council Specific Information:

- I. The Council will be called the Facilities Use Council
- II. Purposes

The council is created for the purpose of overseeing institution wide facility matters as it relates to the quality and efficient use of the institution's physical resources and shall limit its activities to advising on matters that directly concern internal, external and hosted activities, programs, and events. The specific purposes of the council may include the following responsibilities:

- Compliance, review all facility use regulations, procedures, and processes to ensure they comply with relevant federal, state, and local laws and college policies.
- Process and Consistency, establish centralized review and vetting process for requests that is consistent and clear; regular review of Event Services Office Manual; facility use regulations and rates; develop operational procedures and processes for space use and utilization addressing changing and unmet needs.
- Facility Use Requests, review new types of facility use and/or unique requests in order to provide input on best practices and/or next steps.
- Input on Most Effective Use of College Space, serves as discovery group on potential uses of new space, temporary space, and repurposed space.
- Special Projects, research, discuss and make recommendations on proposed special projects.

III. Role of Council

It is the role of the Board and Cabinet to enact policies. This council is expected to offer recommendations for instructional programs or services and to provide information relevant to instructional programs or other critical services to the administration and/or faculty and Deans, and as such this council is tasked with representing a variety of stakeholder's perspectives and input.

IV. Membership

Composition: The Facilities Use Council shall consist of at least 20 members and no more than 25.

Term and Membership: Term and membership must be approved by the President. Approval will take place annually.

V. Organizational Structure

Council Chair: The council will at least have a chair. The chair shall be approved by the President.

VI. Procedural Rules


Meetings: The council will meet at least three times per year. Written notices of upcoming meetings and agendas will be sent to members before each meeting.

Minutes: Minutes of each meeting will be kept. Copies of agendas and minutes will be e-mailed to Archives@KVCC.edu within two weeks of a meeting. It is the responsibility of the chairperson to see that agendas and minutes are maintained.

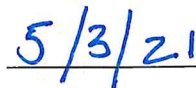
Recommendations and Reports: Council recommendations and reports will be submitted in writing to the President and designated Vice President. Documents will include both suggested action and justification for suggestions.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The council will move to fill the position.

Public Announcements: Members shall not report opinions expressed in meetings, nor shall they report independently on council action when speaking to external publics.



SIGNATURE OF PRESIDENT



DATE