PURPOSE

The purpose of this procedure is to outline the process used to update the Facilities Master Plan to ensure that it accurately reflect the needs of the College.

PROCEDURE

The Facilities Master Plan is the central planning document for the College's physical plant needs. It also serves as the guide for reports to the State concerning the College's long range facilities planning including the Comprehensive Permanent Improvement Plan (CPIP).

1. The Finance Division has the responsibility of maintaining the Facilities Master Plan. Copies of the Master Plan are located in Administrative Offices to include:
   
   a. President
   b. Finance
   c. Academic Affairs
   d. Student Services
   e. Continuing Education and Institutional Advancement
   f. Learning Resource Center
   g. Physical Plant
2. Report/Review/Update Process

   a. A report detailing master plan projects is presented by the Finance Division at the Annual Faculty/Staff Retreat.

   b. An annual review of the Facilities Master Plan and facilities needs is accomplished as follows:

      1) As a part of the annual budget cycle, each fund administrator prepares Form B-6, which details the long range facilities needs of the department. The form is submitted to the Budget Committee as a part of the budget request package.

      2) The Budget Committee reviews the facilities needs forms submitted by each department and makes recommendations as appropriate.

      3) The Finance Division prepares a summary facilities needs report based upon recommendations of the Budget Committee and submits it to the Executive Committee for review and evaluation.

      4) The Executive Committee critiques the report and develops the final recommendation to be presented to the TCL Commission at the Annual Fall Planning Retreat.

      5) At the Annual TCL Commission Retreat, Commission Members, the President, and members of the Executive Committee review the existing Facilities Master Plan and the facilities needs report and formulate recommendations to update the existing plan.

   c. The Chief Fiscal Officer implements any needed revisions to the Facilities Master Plan resulting from the annual review process.