MISSION
West Hills College Coalinga is committed to achieving student learning through the provision of educational, cultural, and economic development opportunities to our current and future students and the local and global communities that we serve.

VISION
West Hills College Coalinga strives to become a premiere interactive learner-centered community college recognized for its contribution to educational, social, cultural, and economic vitality.

COLLEGE GOALS
1 - We will maintain our focus on improving student success, improving customer service, and on being learner-centered.

2 – We will develop and strengthen college and community interactions to improve access to education opportunities.

3 - We will demonstrate academic quality, leadership, engagement, innovation, and creative thought.

4 - We will effectively utilize existing resources and pursue additional resources to achieve the mission of the college.

MEMBERSHIP (and terms of service)
◊ 3 Faculty
◊ 4 Administrators (VP of Educational Services, Associate Dean of Student Learning, Associate Dean of Student Services, Director Farm of the Future)
◊ Director of Maintenance and Operations
◊ 1 DSPS Representative
◊ 1 Classified employee
◊ 2 students

EX-OFFICIO
◊ Vice Chancellor of Business Services
◊ District Architect or representative
◊ Budget Services Supervisor
◊ Director of Information Technology Systems
◊ Computer Operations Manager

CHAIR: The Director of Maintenance and Operations will serve as Co-Chair with the VP of Educational Services.
TERM LENGTH: 2 years
MEETINGS: Bimonthly

COUNCIL RESPONSIBILITIES
PURPOSE: To function as the coordinating unit for all facilities development, facilities maintenance, and safety issues in accordance with the College Mission, Vision, and Strategic Plan.

1. ACCREDITATION
◊ Assist in the development, planning, preparation, supervision, and completion of the accreditation self-study.
◊ Promote a campus culture that is aware of accreditation.

2. BUDGET
◊ Develop and monitor the facilities and maintenance operating budget.
◊ Develop procedures for allocation of facilities and maintenance supply and equipment monies.
◊ Prioritize budget requests from program review documents and/or other facilities and maintenance documents.

3. ENROLLMENT MANAGEMENT
◊ Review and make recommendations on policies regarding efficient facilities usage.
◊ Review and make recommendations regarding grants and outside funding proposals to verify relationship to instructional/student needs and the College’s Mission, Vision, and Strategic Plan.

4. SUPPORT STAFF NEEDS
◊ Make recommendations and identify priorities for new maintenance and operations staff positions annually.
◊ Promote staff development activities for maintenance and operations personnel to improve their individual effectiveness consistent with the College’s Mission, Vision, and Strategic Goals.
◊ Make recommendations for Flex/Duty Day activities related to maintenance and operations staff and improvements in student learning.
◊ Assist in the improvement of communication between maintenance and operations personnel, faculty and other personnel.

5. PLANNING/RESEARCH
◊ Develop, implement, review, and revise policies for facilities development and use.
◊ Develop, implement, review, and revise College safety policies.
◊ Develop, implement, review, and revise College parking policies.
◊ Develop, implement, review, and revise College transportation policies.
◊ Cooperate with the District Architect regarding all aspects of construction projects, planning, revision, and completion.
◊ Review and interpret research data related to facilities development and usage.
◊ Promote the use and understanding of research as a basis for facilities decision-making.
◊ Assist in the development of the End-of-Year Report, which is presented by the President to the Board of Trustees.

6. PROGRAM REVIEW
◊ Develop, review and revise the Maintenance and Operations program review process.
◊ Review program review documents annually and present a summary of proposed needs, changes and problems to the College Consultation Council.

7. STUDENT LEARNING OUTCOMES
◊ Develop, plan, and supervise implementation of student learning outcomes for maintenance and operations services.
◊ Hold workshops to educate maintenance and operations staff on student learning outcomes.
◊ Collect and review student learning outcome narrative reports each semester.
◊ Make recommendations to the College Consultation Council and Academic Senate for using assessment results to improve student learning.

8. TECHNOLOGY
◊ Make recommendations and identify priorities for technology issues related to facilities development.