

**Harper College
Facilities Committee
Meeting Agenda**

Meeting Name	Facilities Committee
Meeting Date	November 20, 2013
Meeting Time	10:00 a.m. to 11:30 a.m.
Meeting Location	X250ab

Meeting Agenda

- 1.0 Approval of Minutes

- 2.0 New Business
 - 1. Review Charter Ex-officio
 - 2. Elect Chair and Vice Chair (must be voting member who has served on any shared governance committee in the past) Ex-officio
 - 3. Establish member terms (include which year they are in the term) Chair
 - a. Only 1/3 of the members should be in year 3 of their terms
 - 4. Establish meeting dates Chair
 - b. Confirm remaining dates for November and December
 - c. Confirm dates for spring term

- 3.0 Old Business <inset responsible party>
 - <insert item>

- 4.0 Comment Period – Time for non-members to provide input and comment

- 5.0 Future Meeting Dates, Times and Locations