Members Present:  Erik Dunmire, Don Flowers, Laura McCarty, and Bob Thompson

Members Absent:  Fernando Agudelo-Silva and John Rodriguez

Others Present:  Heather Holliday

1.  Introductions/Agenda
   - Laura added a review of an example Master Plan as item # 4
   - The committee the approved the agenda.

2.  FPC Charge
   - Laura reviewed the Facilities Planning Committee’s charge.
     - Committee members discussed the charge and will review and approve at the next committee meeting.
     - Once the charge is complete it will be sent to Kathleen Kirkpatrick and the IPC.

3.  5 Year Plan
   - Don reviewed the Five-Year Scheduled Maintenance Plan that was approved by the Board of Trustees in December.
   - Don explained how state funding is given:
     - When COM is given money from the state those funds usually have a stipulation at the funding needs to be matched dollar for dollar.

4.  Example Master Plan
   - Laura reviewed a Master Plan by Steinberg for SMCCD.
   - Erik volunteered to get an example Facilities Master Plan from WASC.

5.  Closing and Next Meeting
   - Next meeting will be Monday, February 14, 2011 in AC 108.