Terms of Reference

Campus Renewal Fee – Physical and Digital Infrastructure

Purpose

The committee's purpose is to evaluate, prioritize, and recommend physical and digital infrastructure improvements to be funded from Campus Renewal Fee funds.

The physical projects being brought forward are based on Facilities Management Operations & Maintenance consultations, VFA Facility (Memorial's capital renewal software) outputs and system specific studies/assessments. The digital projects being brought forward are based on IT infrastructure maintenance cycles and planning during the annual academic and administrative budget process.

Responsibilities

- Develop the criteria to determine the physical and digital infrastructure improvement projects eligible for funding from Campus Renewal Fee funds.
- Use a risk-based approach to evaluate and prioritize proposed projects.
- Recommend an annual list of projects based on available funding and seek approval from the Board of Regents.
- Provide input to the co-chairs on the re-allocation of funds based on overruns and shortfalls of approved projects and according to urgent projects that arise, as needed.
- Report annually to the Board of Regents on actual expenditures and project progress.

Voting Membership

- Associate Vice President (Facilities) – **co-chair**
- Chief Information Officer – **co-chair**
- Director, Facilities Management and Ancillary Services – Grenfell Campus
- Manager, Facilities and Technical Services, Marine Institute
- Associate Vice-President (Academic)
- Manager, Information and Communication Technologies – Marine Institute
- Director, Physical Infrastructure & Sustainability

The committee will be supported by a working group consisting of:

- Coordinator, Risk and Insurance
- Manager Strategy, Planning & Liaison
- Project Lead, Associate Vice-President (Facilities) Office

- Manager, Major Capital Projects, Facilities Management

Permission should be sought from the co-chairs in advance of sending delegates to a meeting.

Operations

Agendas - Agendas shall be developed by the co-chairs. Members of the Committee may propose agenda items to be discussed in committee meetings. Agendas shall be circulated to members prior to meetings.

Meetings – Meetings are bi-monthly or upon the call of the co-chairs. Meeting minutes and agendas will be prepared and distributed to committee members a week in advance of scheduled meetings.

Decision-making – Formal decisions will be determined by consensus. For critical decisions on which consensus cannot be reached, decisions will be made by a majority vote. A majority of the committee is required for a quorum.

Reporting – The co-chairs will report to the VP Finance, Administration and Advancement after each meeting.