**Membership**

The Facilities Committee is co-chaired by the Assistant Dean for Finance and Administration and Chief Administrative Officer and the Facilities Operations Specialist. Members serve three-year terms and are appointed by Division Chairs and Department Directors. Members include a faculty member from each division, a member of the Central Support Team, a student representative, a Marketing and Communications staff member, the Director of Development, a member of the Office of Academic Programs and Student Services, a representative from the Managed IT team, and the College’s HR Consultant. New members may begin their terms at the start of any Fall or Spring semester. Members who must depart the committee mid-term may be replaced with the approval of the Dean. The intent of the Committee structure described above is that at least half of the Committee will have been serving on it for at least 1 year at any point in time, creating continuity. The Committee is working committee and members should expect to fulfill moderate commitments between monthly meetings, and to contribute to forming and executing the Committee’s agenda.

**Meetings**

The Facilities Committee shall meet every two months throughout the academic year, and as necessary to meet the charge of the Committee.

**Committee Responsibilities**

Responsibilities include but are not limited to:

1. Serve in an advisory capacity to study, clarify, and formulate policy and procedures related to the allocation and management of physical assets and facility resources.
2. Make recommendations for investments in information technology and safety enhancements.
3. Evaluate and recommend policies and procedures regarding the allocation and management of physical assets and facility resources to promote the college’s strategic plan goals, inclusivity, and accessibility.
4. Recommend capital improvement and renovation projects to be considered in the facilities master plan to enhance the building occupant’s experience and that adhere to university sustainability goals and guidelines.
5. Review and revise the college’s space allocation guidelines to ensure fairness, equality, and a strong community.
6. Evaluate the Managed IT Services (MITS) services and identifies areas of improvement to improve IT services and support.
7. Promote a culture of physical safety by recommending and providing safety enhancements, trainings, and best practices to ensure a safe workplace.
8. Ensure compliance with University, State, and Federal regulations.