

FACILITIES PLANNING ADVISORY COMMITTEE TERMS OF REFERENCE



PURPOSE:

The Facilities Planning Advisory Committee is designed to provide a single point at which all facilities planning at Red Deer College can be considered in light of the College Strategic Plan and in an effort to maximize the coordination of the various planning efforts that are undertaken relative to facilities. It will assure that adequate consultation is undertaken prior to decisions being made regarding major facilities, allocation of space, renovations, or new construction.

The Facilities Planning Advisory Committee provides leadership to the College community in assuring that the needs of the College for physical space are adequately addressed through the provision of positive learning and working environments that are well suited to our programs and services. The Committee is responsible for advising the College regarding communication strategies related to facilities development and allocation. It is also responsible to advise the Director of Campus Management in all matters that will assure effective and efficient development and allocation of College facilities.

MANDATE:

1. Planning

Advising authority for planning related to College facilities that supports the College Strategic Plan, Comprehensive Institutional Plan, Annual Operating Plans, Annual Financial/Budget Plans, the RDC Land Use Master Plan and facilities maintenance and building plans.

Advising authority to the Director of Campus Management for the Infrastructure Renewal Plan.

2. Coordination

Advising authority to Director of Campus Management in assuring alignment of facilities planning activities throughout the College with particular reference to the College Strategic Plan.

Advising authority to Director of Campus Management in assuring coordinated and equitable application of college policy regarding facility allocation and usage throughout the College.

Advising authority to the Director of Campus Management in the formulation and application of all College facilities policies and regulations.

Advising authority to all facilities planning sub committees and task groups.

3. Policy Formation

Recommending authority for all College facilities policies to the Service Council through the Director of Campus Management.

4. Communication

Advising authority to the Director of Campus Management or the Chair as appropriate for the dissemination of information and gathering of input into facilities planning activities.

5. Financial Decisions

Advising authority to the Director of Campus Management regarding financial plans for facilities resource allocations.

6. Forum for Input and Response

Advising authority to any group or individual in the College on any matter that is deemed by the President or Service Council to have significant College-wide impact related to facilities.

Advising authority on any facilities planning matter as requested by the Director of Campus Management or the Chair of FPAC.

RELATIONSHIP TO OTHER COMMITTEES:

- Service Council: Service Council approves the Terms of Reference of the Facilities Planning Advisory Committee and receives the annual report from the Committee. The Facilities Planning Advisory Committee may advise Service Council on any matter related to facilities and facility policy. The FPAC will provide input to the College Strategic Plan and the Comprehensive Institutional Plan regarding facilities planning.
- Green Campus Task Group: The Green Campus Task Group is a sub committee of the Facilities Planning Advisory Committee.
- Office Allocation Task Group: The Office Allocation Task Group is a sub committee of the Facilities Planning Advisory Committee.
- Specific Project Planning Groups: All *ad hoc* facilities project planning groups are sub committees of the Facilities Planning Advisory Committee.
- Learning Spaces Operations Sub-Committee – The Sub-Committee reports to the Facilities Planning Advisory Committee (FPAC), recommending to and acting on recommendations from the FPAC. The goal of the task group is to ensure that learning spaces support teaching and learning excellence and student success.
- Occupational Health & Safety Committee (including the Trades OHSC) – provides input and recommendations to the Facilities Planning Advisory Committee.

COMPOSITION:

The Facilities Planning Advisory Committee consists of the following membership:

- Director of Campus Management, (Chair or Delegate)
- Manager, Centre for Teaching and Learning
- Executive Director, Strategic Planning and Analysis
- Registrar or Delegate
- Academic Program Development Manager
- Building Systems Coordinator
- Manager, Health, Safety and Wellness
- IT Services Delegate
- Student (1)
- Faculty (3)
- Academic Administration (3) [Recommended by Deans' Council, including Deans, Associate Deans, VPA, AVPA, Chief Librarian]
- Non-Academic Staff (2)

Additional members may be appointed as the Chair deems appropriate

Membership is appointed by the Chair and is as broadly representative of the College as possible.

ACCOUNTABILITY:

The Facilities Planning Advisory Committee is accountable to Service Council.

REPORTING:

The Facilities Planning Advisory Committee provides an annual report to Service Council using this format:

Name of Committee

Reporting Period

Membership (names of members and Chair, identify constituency represented if appropriate)

Activities and Accomplishments (may include how often the committee met, activities and major accomplishments)

RESPONSIBILITY:

The Chair is responsible for the terms of reference, appointment of members and the operation of the Committee.

ADMINISTRATIVE SUPPORT: The Office of Strategic Planning and Analysis provides administrative support to the Facilities Planning Advisory Committee.

OPERATING PROCEDURES:

Facilities Planning Advisory Committee:

- Meets at least quarterly.
- May request information from any group or individual in the College.
- May request people to appear before it.
- May strike sub committees and may appoint members outside of the Facilities Planning Advisory Committee to sit on these sub committees.
- May invite guests to its regular meetings.
- The Director of Campus Management appoints the Chair(s) of the Facilities Planning Advisory Committee from the Committee membership.
- Normally makes decisions by consensus or, where consensus is not possible, by a simple majority vote at a meeting where quorum is established. Quorum is eight committee members.
- Communicates its activities via the Loop
- Unless a position is specifically identified (e.g. Director of Campus Management) or a Delegated position (e.g. IT Services Delegate) members of the Committee will serve a 2 year term for a maximum of 2 terms.

Agendas are set by the Chair in consultation with the Facilities Planning Advisory Committee.

*** Levels of Authority for Decision Making:**

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action or recommendations. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.