

Charter

**Campus Planning & Facilities Committee
of the Board of Trustees
of
Claremont McKenna College**

Purpose of the Claremont McKenna College Campus Planning & Facilities Committee

The Campus Planning & Facilities Committee (the "Committee") is a committee of the Board of Trustees of Claremont McKenna College (the "Board"). The Committee shall have responsibility, on behalf of the Board, for oversight of the College's physical assets consisting of its land, buildings, and equipment, and planning for future needs of the College based on the strategic plans of the College. The Committee shall supervise and work proactively with College management to ensure the adequacy and condition of capital assets, develop and periodically review policies, advocate for new structures, and renovate or remove older structures as dictated by general board policies, and ensure adequate levels of funding for plant maintenance in conjunction with (i) the strategic plan objectives, and (ii) the College's mission.

Structure of the Campus Planning & Facilities Committee

- A. Membership on the Committee shall be comprised of Trustees only.
- B. Each member of the Committee shall be appointed annually by the Board. The Committee shall consist of at least seven (7) Trustees. Because of the nature of the work of the Committee and the time involved to become knowledgeable about building projects, it is anticipated that at least half of the Trustees appointed to serve on the Committee will serve for a minimum term of three years. Ideally, at least one or two Committee members should be involved in architecture, engineering, contracting, or some other aspect of the real estate industry. At least one member should serve on the Finance Committee.
- C. One or more members of the Committee shall be appointed by the Board to serve as Chair or Co-Chair of the Committee, as the case may be. A majority of the members serving on the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee. Provided that a quorum is established, any matter for which a vote of the Committee is required shall be decided by a majority of the number of members participating in a meeting. The Committee shall meet in person at least on three occasions in each fiscal year, and may hold additional in-person or telephonic meetings when called by the Chair or any Co-Chair.
- D. Life Trustees, faculty representatives, student representatives, and such other staff and special guests as the Board determines is appropriate may also participate in the activities of the Committee; provided, however, that

such individuals shall not be considered members of the Committee within the meaning of the California Nonprofit Public Benefit Corporation Law.

- E. The Vice President for Business and Administration and Treasurer, the Associate Vice President of Facilities and Campus Services, and any other appropriate employee of the College shall provide primary staff support for the Committee.
- F. The Committee may form advisory subcommittees for any purpose; provided, however, that such subcommittee shall be advisory only and shall not be a committee of the Board.

Responsibilities and Authority of the Campus Planning & Facilities Committee

The Committee shall take all such action as shall be reasonably necessary to fulfill its purpose including, but not limited to, the following:

- A. The Committee shall determine the adequacy, condition, and use of existing facilities. This may include review of (i) a comprehensive facilities audit, (ii) current space utilization, (iii) the campus master plan, (iv) a projection of future requirements, including capital programs and deferred and controlled maintenance, and (v) mandated regulatory programs, including energy conservation, environmental regulations, and compliance with the Americans with Disabilities Act. Any recommendation of the Committee with respect to such matters shall be submitted to the Board for approval.
- B. The Committee shall create a physical-planning policy, or campus master plan, working in consultation with senior administrators and other board committees. Such policy or plan should cover land, facilities, and alternative programs for implementation, and shall be the basis for making decisions about new construction, conservation of existing structures, and removal of obsolete facilities. The Committee shall review the campus master plan annually. Any such policy or plan shall be submitted to the Board for approval.
- C. The Committee shall review renewal or replacement decisions.
- D. Coordinating with the Finance Committee, the Committee shall review and evaluate the adequacy of financing for annual maintenance and operations of the physical plant, plant renewal, and plant adaptation. The Committee shall review funding sources and monitor approved budgets for new construction and major renovation.
- E. The Chair or any Co-Chair of the Committee shall report regularly to the Board on any significant matters arising from the Committee's work irrespective of whether Board action is required with respect to such matters, and shall strive to keep Board members fully informed with respect to the affairs of the College that come within the Committee's responsibilities and authority.

- F. The Committee shall work cooperatively with other committees of the Board. The Committee shall establish and maintain a coordinated working relationship, in particular, with the Finance Committee of the Board.
- G. The Committee shall review this Charter periodically and, if appropriate, recommend proposed changes to the Board for approval. In addition, the Committee shall assess periodically the Committee's performance in view of this Charter and the Committee's annual goals and objectives.