

STEVENS INSTITUTE OF TECHNOLOGY

CHARTER OF THE INSTITUTE FACILITIES COMMITTEE

Adopted April 6, 2010

Background: The Institute Facilities Committee (“Committee”) is a committee of the Board of Trustees (“Board”) of The Trustees of the Stevens Institute of Technology, a New Jersey nonprofit corporation (“Institute”). This Charter of the Institute Facilities Committee (“Charter”) replaces and supersedes in its entirety any previous Charters of the Institute Facilities Committee.

Purpose: The purpose of the Committee is to provide a mechanism for the Board to be regularly informed of issues of importance concerning the physical infrastructure of the campus.

Membership: The Committee shall be comprised of at least four members, and two faculty members, one of whom shall be designated by the Board to be Chairperson. Members shall be appointed annually by the Board. The President of the Institute and the Vice President for Facilities and Support Services will be ex officio members of the committee. The Controller, or Controller’s designate, will attend all meetings.

Faculty members selected to serve on the committee will serve two year terms. A faculty member may be renewed for one additional consecutive two year term. Faculty members may be re-nominated to serve on this committee after a two year absence.

Meetings: The Committee shall meet at least three times annually to discharge its responsibilities as set forth in this Charter. The Committee may also hold such additional meetings from time to time as it may consider necessary or appropriate. Meetings by telephone involving a majority of the Committee are acceptable.

Reporting: The Chair of the Committee shall report the findings of the Committee at each meeting of the Board and on other additional occasions as deemed appropriate by the Chair. The Chair of the Committee shall be responsible for maintaining meeting notes for all meetings of the committee and will also be responsible for circulating these notes to the committee for review and approval.

Subcommittees: The Chairperson, upon notice to the full Committee, may form subcommittees, and delegate responsibilities to such subcommittees, from time to time, as the Committee deems appropriate, including the undertaking of any of the Committee’s responsibilities as set forth below, subject to the ratification of the full committee. The Chairperson shall ensure that the subcommittees report to the full Committee on their activities.

Advisors: The Committee may make a request for external advisors, including architects and/or engineers if deemed necessary, to the Board, which will have the authority to approve such advisors.

Responsibilities: The Institute Facilities Committee shall discuss and make recommendations to the Board regarding the following:

- a. Maintenance of the infrastructure, including sources of funding for improvements.
- b. Planning new construction.
- c. Academic and administrative space planning issues.
- d. On a regular basis, review and revise Stevens campus master plan, including campus beautification.
- e. Integration of upper and lower campus infrastructure.
- f. Public outreach to the surrounding communities.
- g. General oversight of the condition of plant, parking facilities, athletic facilities and campus landscaping.
- h. Make recommendations and report to the Board on any Committee activities as deemed appropriate.

Evaluation: The Committee will review and evaluate its activities and findings annually. The Committee also shall review and reassess this Charter on an annual basis and recommend any proposed changes to the Board. Any changes shall become effective upon the approval of the Board.