

TERMS OF REFERENCE

**ToRID & Cte Name: TOR22: INFORMATION TECHNOLOGY FEE MANAGEMENT
ADVISORY COMMITTEE***Issued by:* Chief Information Officer*Effective:* 2023-05-23

1. PURPOSE

The purpose of this committee is to determine the projects that may be funded from any Information Technology Fee revenue collected by the College.

The Information Technology Fee Management Committee is also responsible for monitoring projects that are funded from the Information Technology Fee, and provides recommendations to the College and Student Union concerning fees proposed for new and existing Connect (laptop) programs.

2. DEFINITIONS

None

3. MEMBERSHIP AND TERM OF OFFICE

The Committee is co-chaired by the Chief Infrastructure Officer and the President of the Student Union. The co-chairs will lead meetings on an alternating basis, with the Chief Infrastructure Officer leading the meeting occurring after the election of a new President of the Student Union.

The Committee consist of five voting members supported by resource members from Information Technology Services, Facilities Services, Finance Services and Office of the Registrar. Three members are appointed from the Student Union. Two members are appointed from Academic leadership of the College. As members leave the committee the remaining members determine candidates for replacement on the committee. The College provides a recording secretary for the meetings.

All voting members have an equal vote. There are no term limits in place for committee members.

4. MEETINGS AND CONDUCT OF BUSINESS

Meetings will be quarterly or at the call of any Committee member, with at least one week's notice to the Secretary, unless agreed otherwise by the Committee.

- 4.1. Quorum for holding a meeting or conducting business is four members consisting of two appointed members or alternates from each of the Student Union and the College.
- 4.2. Motions are carried by simple majority. In the event of an unresolved tie vote, the matter is referred to the College-Student Union Committee for resolution.
- 4.3. Any member may invite resource persons to Committee meetings provided specific advance notice has been given to the other Committee members.

COLLEGE COMMITTEES

4.4. Agenda and Minutes

The Secretary distributes an agenda and outstanding minutes to members in advance of each meeting. Any member may submit items for the agenda. Items requiring a decision will require a business case to be distributed a week in advance of the meeting.

4.5. Funding

The current Ancillary Fee negotiation protocol and any associated fee agreements between the College and Student Union are followed by both parties for the negotiation of any fee amendment. Unearned revenue is deferred at each fiscal year end. Unspent funds are carried into future years.

4.6. Scope and Function Further Defined

- 4.6.1. The Committee's purview is the review and ranking of project proposals aimed at the provision of technology-related educational facilities and supports for full-time post-secondary students of Fanshawe College. In carrying out this role, College members have the responsibility of providing the Committee with an on-going overview of the College's directions and plans with respect to the educational use of computer technology. All departments of the College are invited to submit proposals at any time.
- 4.6.2. Before any proposal is made, the members of the Committee will obtain a costing of the project having sufficient detail and accuracy as to cost and effect to enable the Committee to judge its scope and feasibility.
- 4.6.3. The Committee is also responsible for monitoring projects that are funded from the Information Technology Fee. For each project, the College will provide the Committee with progress reports that include the status of the project, projected completion date (if different from initial project proposal) and expenditures to date. The Committee may also request the appropriate College personnel to provide an oral report at a Committee meeting.
- 4.6.4. The College provides the Committee with regular financial reports on the status of the Information Technology Fee revenues and expenses.

5. AMENDMENT AND RESOLUTION

- 5.1. These Terms of Reference may be amended by the Chief Infrastructure Officer upon approval of the Committee.
- 5.2. Resolution on matters before the Committee takes the form of a brief summary of each proposed project, its expected cost and the priority placed on its implementation.

6. REFERENCES

None

7. ADDENDA

None

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