

TERMS OF REFERENCE

**ToRID & Cte Name: TOR22: INFORMATION TECHNOLOGY FEE MANAGEMENT
ADVISORY COMMITTEE***Issued by:* Chief Information Officer*Effective:* 2015-12-01

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 from post-secondary students. Decisions of this Committee are communicated to the President of the College, who initiates appropriate action in accordance with section four of these terms of reference.

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 consist of five members. Three members are appointed by the President of the Student Union. Two members are appointed by the President of the College. Each President informs the other in writing of the names of their appointees. The College provides a recording secretary for the meetings. All members have a vote.

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. The President of the Student Union and President of the College may name alternates to act in the absence of appointed members.
- 4.4. Any member may invite resource persons to Committee meetings provided specific advance notice has been given to the other Committee members.

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4.5. 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. Copies of agendas and minutes are sent to the President of the College and the President of the Student Union.

4.6. 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.

4.7. Scope and Function Further Defined

4.7.1. The Committee's purview is the review and ranking of project proposals aimed at the provision of computer-related educational facilities 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.

4.7.2. Before any proposal is made to the President of the College, 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. The President of the College is not obligated to accept Committee decisions that, in the opinion of the President, do not conform to these terms of reference or that would commit the College to expenditures beyond those which can reasonably be expected to be generated by the Information Technology Fee.

4.7.3. 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.

4.7.4. The College provides the Committee with semi-annual financial reports on the status of the Information Technology Fee revenues and expenses.

4.7.5. The Information Technology Fee Management Committee may make recommendations to the President of the College concerning dispositions of obsolete materials acquired through the Information Technology Fee revenue.

5. AMENDMENT AND RESOLUTION

5.1. These Terms of Reference may be amended by the CIO 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 and is forwarded to the President of the College.

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6. REFERENCES

None

7. ADDENDA

None

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