

**VIRGINIA COMMONWEALTH UNIVERSITY  
BOARD OF VISITORS**

**FACILITIES, REAL ESTATE AND ADMINISTRATION COMMITTEE CHARTER**

**I. PURPOSE**

The primary purpose of the Facilities, Real Estate and Administration Committee (Committee) is to assist the Board of Visitors (BOV) in fulfilling its responsibilities related to oversight of the following areas:

- Facilities Management
- Human Resources
- Occupational Health and Safety
- Real Estate
- Sustainability
- Technology Services
- VCU Police and Emergency Preparedness

VCU senior leadership is responsible for the day-to-day operation of the university under the governance of the BOV and consistent with the authority delegated by the BOV.

**II. COMPOSITION AND INDEPENDENCE**

The Committee will consist of three or more board members. In addition to complying with the Commonwealth of Virginia's Conflict of Interest laws and university policies, each member must be free from any financial, family or other material personal relationship that, in the opinion of the Board or the Committee, would impair the member's independent judgment. Committee members should also refrain from activities that could be reasonably viewed as unethical or contrary to the institutional mission.

**III. RESPONSIBILITIES**

In performing its oversight responsibilities, the Committee shall:

**A. General**

1. Annually review this charter and update it as necessary.
2. Maintain minutes of all meetings.
3. Report Committee recommendations to the BOV, with such amplifying information as the Committee may deem appropriate.
4. Become well acquainted with all the information and pertinent facts under the purview of the Committee.
5. Recommend best practices across the institution for administrative management.

6. Make such recommendations to the BOV that will ensure the institution is operating efficiently, effectively and appropriately with regard to the use of public and other funds to accomplish the university's stated mission.

B. Facilities Planning and Real Estate

1. Review and recommend approval of the One VCU Master Plan.
2. Review and recommend approval of the Six-Year Capital Plan and all amendments thereto.
3. Review and recommend approval of initiation and project plans for major capital projects (as defined in the BOV's Management Agreement and subsequent BOV resolutions).
4. Review and recommend approval of the demolition of any university-owned property.
5. Review and recommend approval of the acquisition and disposition of all university-owned real estate, including capital leases.
6. Consider such other matters relating to the maintenance and security of the university's buildings and grounds and the care and preservation of the university's furnishings and equipment, as the Committee deems appropriate.
7. Review a One VCU Master Plan implementation update twice a year.
8. Review deferred maintenance strategy annually.

C. Emergency Preparedness, Safety and Well-being

1. Review and recommend approval of plans pertaining to emergency preparedness and campus security (e.g., Comprehensive Emergency Management Plan) every four years.

D. Administration Updates

1. Review annually a Human Resources Update and Metrics.
2. Review annually an Occupational Health and Safety Update and Metrics.
3. Review annually a One VCU Sustainability Plan Update and Metrics.
4. Review annually a Technology Services Update and Metrics.
5. Review annually a VCU Police Update and Metrics.
6. Review annually a Capital Assets and Real Estate Update and Metrics.
7. Review semiannually a Building and Grounds Report and Metrics.

IV. MEETINGS

The Committee will meet at least four times annually. Additional meetings may be called as circumstances warrant. The Committee chair will communicate with the senior vice president for finance and administration and chief financial officer prior to each Committee meeting to finalize the meeting agenda and review the matters to be discussed.