

UNIVERSITY OF WASHINGTON
BOARD OF REGENTS BOX 351264

Office of the Secretary
(206) 543-1633

September 7, 2004

TO: Capital Assets Committee Members
FROM: Michele M. Sams
RE: "Charge" To Committees

Excerpt From Regents' By-Laws:

2. Standing Committees. . . .

The first meeting of the standing committees after their appointment each year shall be an organizational meeting. At the organizational meeting, the committee will review the responsibilities assigned to it in this article and recommend any changes which it may feel are desirable to the President of the Board for consideration at the next regular meeting of the Board. In addition, the committee shall identify any specific objectives it wishes to accomplish in the ensuing year, together with an appropriate schedule. In defining its objectives and considering revisions to the By-laws, the committee may wish to invite the recommendations of the administration and the ex officio representatives to the Board.

C. Capital Assets Committee. The Capital Assets Committee shall consider matters relating to all physical assets of the University including the Metropolitan Tract and University trust lands. The Committee will regularly review management of these assets and propose policies that, consistent with the University's mission, will maximize income to the University over the long term. Examples of matters to be brought before the Committee may include, but are not limited to, the following:

(1) *Planning, Development, and Maintenance of Facilities.* The Committee shall consider and make recommendations to the Board on matters related to the planning, development, maintenance, and upkeep of all campuses and stations of the University and the facilities and buildings thereon, including environmental assessments, selection of architects and engineers, plans and specifications, the taking of bids, and the award and execution of all contracts relating thereto. The Committee will also review the strategies for intergovernmental and neighbor relations and recommend to the Board policies and agreements related to land usage.

(2) *Real Property.* The Committee shall consider and make recommendations to the Board concerning the ownership, management and leasing of the University's real property, including safeguarding the interests of the University in the operation and development of the Metropolitan Tract. The Committee will review Tract operations, assure compliance with major Tract leases, and make recommendations to the Board on all major modernization and new development. The Committee will also consider and make recommendations to the Board concerning the stewardship and management of University trust lands, including the sale of such lands or any timber, forage, minerals, or other valuable materials on those or other University lands.

(3) *Security and Safety.* The Committee shall consider and make recommendations to the Board concerning the safety of the campus, including security, protection from fire and other hazards, and the safety of lives and property.

(4) *Information Technology*. The Committee shall consider and make recommendations to the Board concerning the general strategies of the University to take advantage of current information technology.

(5) *Other Business Matters*. The Committee shall consider and make recommendations to the Board on other matters relating to the servicing of the University, such as parking, transportation, major acquisitions of equipment, goods and services, and the rental or leasing of facilities.

Any of the above enumerated examples of matters to be brought before the Capital Assets Committee may be directed to any other standing or special committee or the Committee of the Whole of the Board for consideration.