

## **Design and Construction Committee Charge**

The Design & Construction (“D&C”) Committee’s mission is to ensure that the goals and objectives of ReCAP, its Board and its member institutions are all being met as capital projects are conceived and executed.

The Design and Construction Committee more specific role is twofold:

1. to provide oversight of capital improvement and major maintenance projects as they periodically occur at ReCAP, and
2. to provide advice and counsel on Real Estate matters as may be requested from time to time by the Board of Governors.

Membership is composed of a minimum two representatives from each partner institution; one representing facilities and another representing library operations. Additional members can be added at the discretion of each partner institution. The Committee includes ReCAP’s Executive Director and may also include third party consultants retained by ReCAP to provide Project Management services in support of its capital improvement and major maintenance projects.

The D&C Committee will appoint a Convener who will organize, convene and lead meetings, web conferences and conference calls as dictated by the needs of the D&C Committee and Board of Governors. The Convener will also have responsibility to have minutes of meetings prepared and issued to the Committee as required and also have reports prepared and issued to the Board of Governors in advance of each Board Meeting where capital and/or major maintenance items are on the agenda. The Convener can be a member of the D&C Committee or third-party consultant who will serve a 2-year term that runs through the end of a fiscal year. The Convener shall be nominated by the D&C Committee and confirmed by the Board of Governors.

The Design and Construction Committee is activated when a capital or major maintenance project is being considered by the Board of Governors to participate in master planning & design studies, design reviews, budget and schedule development, milestone meetings, review and comment on periodic reports to the Board of Governors regarding status of a specific capital or major maintenance project’s scope, budget, and schedule status and eventually make recommendations to the Board of Governors on moving forward with a project at each key stage. Once the Board approves a project, the Committee has oversight responsibilities to ensure the project proceeds in accordance with its scope, budget and schedule parameters.

Current Members:

- Ian Bogus, Executive Director, ReCAP
- Princeton University:
  - Jane E Curry, Senior Project Manager, Princeton University
  - Jeff Rowlands, Director of Library Finance and Operations, Princeton University Library
- New York Public Library:
  - Rebecca Fifield, Head of Collection Management, New York Public Library
  - Gennaro Oliva, Director, Facilities Operations, New York Public Library
- Columbia University:
  - Edward McArthur, Vice President for Capital Project Management, Columbia University

- Mark Wilson, Monographs Processing Services Director, Columbia University Library
- Harvard University:
  - Joseph O'Farrell, Managing Director for Capital Projects, Harvard University
  - Vaughn Waters, Director of Administration and Finance, Harvard Library
- Convener: Robert Rittenhouse, Partner, Aegis Property Group