

## **College of Professional and Continuing Education**

### **Campus Committee**

(Committee of the Dean)

#### **Terms of Reference**

1. To advise Dean (PCE) on policies and strategies concerning planning, operation and sustainable development of the PolyU extended campuses at Hung Hom Bay and West Kowloon in support of the long-term development of CPCE and other users;
2. To recommend for decision by Dean (PCE) the campus policy and regulations, as well as their review and revisions where necessary for purposes of enhancing the economy, efficiency and effectiveness of the utilisation of both campuses;
3. To recommend for decision by Dean (PCE) on the following:
  - Planning and allocation of space on temporary as well as long-term basis
  - Consequential alterations, additions and improvements works
  - Changes in the use or categorisation of space/ accommodation
  - Sustainability practices with reference to those of PolyU
4. To receive, consider and act on feedback from users of PolyU Hung Hom Bay Campus and PolyU West Kowloon Campus;
5. In making reference to PolyU, to develop a sustainability action plan and coordinate the tasks that are being/ will be performed by relevant parties;
6. Following the periodical review with relevant parties on the implementation of agreed sustainability initiatives, to provide an annual progress report of the aforesaid strategic plan to the Dean (PCE).
7. To co-opt up to five members to serve on the Campus Committee.

#### **Composition**

##### **Chairman**

*A senior member of staff, appointed by Dean (PCE)*

##### **Members**

*One representative from each Division, nominated by the respective Division Head*

*Two representatives, one from HKCC and one from SPEED, nominated by the respective Unit Head*

*Head of Administration or his delegate\**

*A representative from the PolyU Finance Office\**

*A representative from the PolyU Campus Facilities and Sustainability Office*

**Co-opted Members**

*Up to five staff members, including one representative from the provider for facilities management services at PolyU Hung Hom Bay Campus and PolyU West Kowloon Campus*

**Secretary**

*A staff member, appointed by Dean (PCE)*

**Assistant Secretary**

*A staff member from the PolyU Campus Facilities and Sustainability Office, appointed by Dean (PCE)*

\* Ex-officio members

*(With effect from 1 January 2022)*